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
JANUARY 25, 2023 | 6:00 PM
AGENDA

TIME

1. **Call to Order**
2. **Approval of Agenda**
   - **a.** January 25, 2023
3. **Approval of Minutes**
   - **a.** January 11, 2023
4. **Business Arising**
5. **Presentation**
   - **a.** Sou'West Nova Transit Association – Renata Tweedy, Board Member **6:00 pm**
   - **b.** PVSC Assessment 2023 Update – Paul Beazley, Regional Manager **6:30 pm**
6. **Finance:**
   - **a.** Preliminary Assessment Role Update 2023 – Michelle Williams
   - **b.** Write off AAN03937313 – Michelle Williams*
   - **c.** Financial Update January 2023 – Management Team
7. **Community & Economic Development:**
   - **a.** Fundraising Support for Community Group Request – West Green Harbour Recreation Association – Robin Smith*
8. **Recreation:**
   - **a.** Accessibility Coordinator Pilot Project Proposal – For Information Purposes – Adam Dedrick
9. **Operations & Protective Services**
   - **a.** Region 6 Solid Waste - Resource Management – Budget 2023/24 – Marcia d'Eon*
   - **b.** Fire Advisory Committee – Budget 2023/24 – Marcia d'Eon*

Municipality of Shelburne

Naturally Yours

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

TIME

10. Other

- **a.** Code of Conduct Consultation – Feedback – Warden Smith
- **b.** Correspondence: Response from the Minister of Environment and Climate Change – Re: Roseway River Dam – Warden Smith

11. Committee Reports/Warden's Update

- **a.** Committee Reports
  - i. Audit & Internal Control Committee Report to Council – Councillors Thorburn Irvine & Coole
- **b.** Warden's Update 2023

12. Adjournment

Municipality of Shelburne

Naturally Yours

136 Hammond Street, PO Box 280 Shelburne, NS B0T 1W0
Phone: (902) 875-3544 - Fax: (902) 875-1278

REGULAR SESSION OF THE 52nd COUNCIL
OF THE
MUNICIPALITY OF THE DISTRICT OF SHELBURNE
WEDNESDAY, January 11, 2023
6:00 pm

The Regular Session of the 52nd Council of the Municipality of the District of Shelburne was held on Wednesday, January 11, 2023, commencing at 6:00 pm at the Municipal Administration Building, Council Chambers.

THOSE IN ATTENDANCE:
Warden Penny Smith
Deputy Warden Dale Richardson
Councillor Sherry Thorburn Irvine
Councillor Anthony Gosbee
Councillor Heidi Wagner
Councillor Ron Coole
Councillor Doris Townsend via Teams
Warren MacLeod, CAO

ALSO IN ATTENDANCE:
Chana Ross, Executive Assistant
Erin Hartley, Deputy CAO via Teams
Marcia d'Eon, Director of Operations & Protective Services via Teams
Ryan Jamieson, Waste Diversion Officer via Teams
Members of the Public

1. **CALL TO ORDER:**

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

Warden Smith advised that Councillor Townsend would participate virtually in the meeting.

2. **APPROVAL OF AGENDA:**
   a. January 11, 2023

DRAFT

2(a) **MOTION: APPROVAL OF AGENDA – January 11, 2023**

Being duly moved and seconded, be it resolved that the Agenda for January 11, 2023, be approved as circulated.

- **MOTION CARRIED**

3. APPROVAL OF MINUTES:

a. December 14, 2022

3(a) **MOTION: APPROVAL OF MINUTES – December 14, 2022**

Being duly moved and seconded, be it resolved that the Minutes of December 14, 2022, be approved as circulated.

- **MOTION CARRIED**

4. BUSINESS ARISING:

There was no business arising.

5. Presentation:

a. Region 6 Budget 2023-24

5(a) Christine McClare, Regional Coordinator for Region 6, presented Council with a presentation regarding the Region 6 2023/24 Budget.

In her presentation, Ms. McClare discussed the budget in detail, including an overview of revenues, expenses, staffing, expected budget, funding sources, and program descriptions.

Discussion was held regarding the revenue summary and approved funds. It was noted that a substantial allocation had been made for stewardship and incentives this year.

Council thanked the presenter for their presentation.

8. OPERATIONS & PROTECTIVE SERVICES:

a. C&D Site Disturbance

b. Monthly Building Report – December 2022

Warden Smith advised that due to the Public Hearing scheduled for 7:00 pm, items on the agenda will be moved up accordingly.

8(a) Marcia d'Eon, Director of Operations and Protective Services, and Ryan Jamieson, Waste Diversion Officer, presented Council with the C&D Site Disturbance staff report.

The brush pile at the West Green Harbour C&D Site sits on top of an environmentally capped area. The Municipality operated an incinerator here. While reviewing old documents for the C&D site, the CAO noted that the previous incinerator site had been capped after decommissioning. After recognizing that the capped area was the same as where the brush was deposited, Mr. Jamieson was asked to inspect it further.

Staff located the original engineering reports and contacted the engineering company for clarification. In late November, Dillon Consulting toured the site with staff, determining that the cap had been disturbed during the site visit. The brush drop-off, pushback of piles, and clean-up of brush, including chipping and removal with heavy equipment, resulted in the capped materials becoming exposed over time. All site activities were halted once it was discovered that the brush site was the capped area. The public has been notified that brush is not currently being accepted at C&D.

Dillon Consulting has quoted consulting fees for the next steps at $10,215 plus HST. As the original consultant, Dillon Consulting has access to the approved site cap plan, mapping, and project technical specifications. Reengaging their services is advisable considering their history, access to documents, and the urgency of this issue according to the Municipalities' procurement policy. Legal was consulted and approved of this approach. NS Environment & Climate change has been informed of the possibility of a cap disturbance.

MOTION: C&D SITE DISTURBANCE

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne approve the re-engagement of Dillon Consulting as consultants regarding the cap disturbance in an amount not to exceed $11,000+HST.

- **MOTION CARRIED**

8(b) Council reviewed the Monthly Building Report for December 2022. This was shared for information purposes only.

9. OTHER:

a. Policy 52 – Council Videoconferencing Policy Discussion

9(a) Councillor Coole expressed concerns regarding the current Council Videoconferencing Policy, which permits Councillors to attend only two virtual Council meetings annually. It was suggested that the policy specify that an exception may be made in cases of illness.

Discussion was held and it was noted that if the reason for not attending in person is due to circumstances such as vacations, the current policy should not permit more virtual attendance than is already allowed. As it has been one year since the policy was implemented, it was determined that staff would investigate the matter further and prepare a staff report.

10. COMMITTEE REPORTS/WARDEN'S UPDATE:

- **a.** Committee Reports
- **b.** Warden's Update

10(a) Deputy Warden Richardson advised that he attended the following events:

- Fire Advisory Committee Meeting along with Councillor Wagner – January 10, 2023
- New Building Site Visit Walkthrough – January 11, 2023

Councillor Gosbee noted that the Arena meeting was held on January 10, 2023. The roof will require complete replacement, estimated to cost over $400,000. Financial avenues and grants are currently being investigated. Additionally, the committee plans to explore green initiatives, including solar panels, which will help lower costs.

10(b) Warden Smith advised that she attended the following events:

- Participated along with Councillor Thorburn Irvine with Senior Services to deliver Christmas meals – December 15, 2022
- Roseway Hospital Charitable Foundation Meeting – January 9, 2023
- Municipal Modernization Session – January 11, 2023
- Will attend the upcoming Community Healthcare Conversations be hosted at Black Loyalist Heritage Centre – January 18, 2023

Warden Smith also advised that there has been significant interest in the planned art gallery for the new building from the community. It was noted that ten artists have shown interest so far.

Warden Smith called a brief recess at 6:56 before the public hearing session at 7:00.

Warden Smith called the meeting back to regular session at 7:00 pm.

6. PUBLIC HEARING:

a. Deregistration of Heritage Property Consideration – 4759 Sandy Point Road

6(a) **MOTION: ENTER "PUBLIC HEARING"**

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne enter "Public Hearing" at 7:00 pm to discuss the deregistration of heritage property consideration – 4759 Sandy Point Road.

- **MOTION CARRIED**

Erin Hartley, Deputy CAO, advised that the public hearing concerned the deregistration of the Municipal Heritage Property located at 4759 Sandy Point Road. Based on an application that the structure has deteriorated beyond reasonable repair.

The advertisement was placed in our local paper in November and December 2022, as well as our website and Facebook page. The ad noted that members of the public could provide written submissions before January 9, 2023.

Warden Smith welcomed trustees Mike Peterson and Margo Swim, who were in attendance. Warden Smith called for comments from the public. The trustees stated they would be available to answer any questions. Since no other public members were present during the public hearing portion, the public hearing was closed.

MOTION: EXIT "PUBLIC HEARING"

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne exit "Public Hearing" at 7:03 pm.

- **MOTION CARRIED**

7. ADMINISTRATION:

a. Deregistration of Heritage Property Consideration – 4759 Sandy Point Road – Erin Hartley

7(a) Erin Hartley, Deputy CAO, presented Council with the Deregistration of Heritage Property Consideration – 4759 Sandy Point Road staff report.

It has been requested that 4759 Sandy Point Road be deregistered as a Municipal Heritage Property as it is unsafe and beyond reasonable repair. It was registered as a municipal heritage property on January 11, 1999. Considering the information available to date, including the comments made at the public hearing, Council has two options:

- If Council feels ready to decide on the deregistration of the property. In that case, they may do so at the same Council meeting after the public hearing comments have been considered. A recommendation is prepared for this option.
- Council may also determine they need more time to consider deregistration if remarks made at the public hearing require follow-up or research.

No Comments were heard at the public hearing. The Trustees are working toward demolishing the property as soon as possible to avoid additional damage and costs. This property may be demolished only after being deregistered as a Municipal Heritage Property.

Discussion was held regarding the registered status of the attached cemetery. Even though the cemetery is a part of the church, it can be registered later so that grants for stone maintenance can be obtained. The cultural and historical significance of the cemetery was also discussed. Furthermore, questions were raised regarding removing stained glass windows, an organ, and pews from the church. In addition, the trustees noted that this could be accomplished once the property is deregistered. The trustees also noted that there is a plan to keep the church bell and to honour it at the current church location, pending the availability of funds.

MOTION: DEREGISTRATION OF HERITAGE PROPERTY CONSIDERATION - 4759 SANDY POINT ROAD

Be it resolved that the Council of the Municipality of the District of Shelburne deregister the municipal heritage property located at 4759 Sandy Point Road, based on it being damaged beyond reasonable repair.

- **MOTION CARRIED**

11. ADJOURNMENT:

There being no further business, the meeting was adjourned at 7:13 pm. The next Council meeting will be held on Wednesday, January 25, 2023, in the Municipal Council Chambers.

Chana Ross
Recording Secretary

_____
Date

_____
Penny Smith, Warden

_____
Erin Hartley, Deputy Chief Administrative Officer

Municipality of the District of Shelburne

January 25, 2023 - Council Meeting

MOTIONS

6(b) WRITE OFF AAN03937313

Be it resolved that the Council of the Municipality of the District of Shelburne write off the balance of $384.06 on AAN03937313 using GL 00-28211-000.

7(a) FUNDRAISING SUPPORT FOR COMMUNITY GROUP REQUEST – WEST GREEN HARBOUR RECREATION ASSOCIATION

Be it Resolved that the Council of the Municipality of the District of Shelburne approve the recommended Fundraising Support for Community Organizations amount, totaling $500, to come from the ICSP, GL# 00-26621-500.

9(a) REGION 6 SOLID WASTE - RESOURCE MANAGEMENT – BUDGET 2023/24

Be it resolved that Council of the Municipality of the District of Shelburne approve the draft 2023/24 Region 6 Solid Waste-Resource Management Budget, as presented at the January 11, 2023 Council Meeting, in the amount of $861,578.00, with Eastern Shelburne County's contribution being $8490.14, which represents 6.99% of the municipal billing contribution.

9(b) FIRE ADVISORY COMMITTEE – BUDGET 2023/24

Be it resolved that as recommended by the Fire Advisory Committee, the Council of the Municipality of the District of Shelburne approve the following fire items be included in budget discussions for 2023/24:

- A third-party assessment of fire services.
- General Operating Grants be increased by CPI plus $3000 per department.
- Capital Grants be maintained at $5,000 per department; and
- Dry Hydrant/Fire Access Road budget be maintained at $5,000; and
- WCB and Accident/Sickness Insurance both continue as is.
- Fire training be set at $21000.

FACT SHEET (CURRENT JANUARY 2023)
Sou'West Nova Transit Association

VISION: Helping to create communities where everyone can access the services and opportunities they need to lead healthier, more connected lives.

MISSION: Providing accessible, supportive, door-to-door transportation options to ***all*** residents of Shelburne County, with a focus on those who have barriers due to age, health, financial hardship, and lack of support structure.

SERVICE OVERVIEW:

- Sou'West Nova Transit Association is a community-based rural transportation initiative serving the communities of Shelburne County, providing transportation locally for any purpose, and out-of-county primarily for medical travel and other essential services not available in-County. **September 2022 marked 10 years on the road!**
- As a door-to-door, prebooked service, riders contact us at least one full business day in advance to book a trip, and are picked up at their doors to be delivered directly to their destinations. When needed, drivers may also assist by walking/wheeling riders to their appointments and carrying groceries.
- As of January 2023, we have a team of 8 staff drivers operating 5 fleet vehicles: One accessible vehicle and one sedan based out of Barrington Passage, one accessible vehicle and one sedan in the Shelburne area, and one sedan in Clyde River, though they can be moved around and dispatched throughout the County as needed. We also have 5 volunteer drivers who use their own vehicles and are reimbursed for mileage and expenses.
- Our regular dispatch hours are between 10 a.m. and 4 p.m., Monday to Friday. Dispatchers not only help to arrange trips, but help connect riders to funding sources and other supports in the community.
- We are a registered charity that relies on private donors, grants, community partnerships and government funding to stay sustainable so we can keep our fares as accessible as possible for those that need us most.
- As a reflection of our core value to not deny anyone access to essential services based on a genuine inability to pay for travel, through grants and fundraising we provide significant fare reductions for riders paying out-of-pocket, with the percentage of subsidy based on annual household income. We also apply for grants to provide targeted fare reduction programs for travel unrelated to medical services and food access (such as reducing social isolation for seniors, supporting families with children, etc.).
- We are a member of RTA-Rural Transportation Association (ruralrides.ca), which networks rural transportation services in Nova Scotia. Sou'West Nova Transit staff regularly share policies, procedures and systems with new organizations, and provide coaching and support to new RTA managers.
- The Nova Scotia Department of Public Works provides significant funding to rural transit groups like ours. Three funding programs are:
    - NS-TRIP (Nova Scotia Transit Research Incentive Program) – funding for business plans, start-up costs, expansion projects, and systems development
    - CTAP (Community Transit Assistance Program) – operational funding for established services
    - ATAP (Accessible Transportation Assistance Program) – funding for vehicle purchase

  The Province also provides sustainability grants and fare reduction funding.

Sou'West Nova Transit Association :: Box 84, Barrington Nova Scotia, B0W 1E0
www.SouWestNovaTransit.ca :: 844-637-2572 :: info@souwestnovatransit.ca

JANUARY 2023 UPDATE FOR MUNICIPALITIES
Sou'West Nova Transit Association

- In the past several months our call volume has increased significantly, and the complexity of calls received also remains high. We are looking forward with great anticipation to the roll-out (likely in the 2024-25 fiscal year) of the dispatch software that is being funded by the Province for all rural transit providers in Nova Scotia. The platform will provide automation in several key areas, allowing our dispatchers to focus more on the people rather than the processes.
- While our ridership and fleet continue to grow, our capacity is dramatically affected by the need for out-of-county travel to access medical services; long distance trips reduce the number of riders we can serve each day, and unpredictable medical wait times make it difficult to plan other trips around them.
- Our intention to hold a 10th anniversary celebration event was derailed by the amount of virus activity in the province and the concerns about our whole team being in one place should there be an exposure. We may look at holding a larger celebration in the spring at the time of our AGM if we can do so safely and effectively.
- COVID-19 and other illnesses continue to affect our operations. Many of our riders are elderly or have health conditions that put them at risk for severe outcomes, so we require that any driver with a known COVID exposure mask and test daily for 7 days, that riders have no cold or flu symptoms during travel to protect our drivers and other passengers, and that any driver with even a mild cold stay home until they are well. Thankfully as we have built a team of drivers that are able to step up when one or more have to be removed from the schedule due to illness and as we have cross trained multiple team members to assist with dispatching when our regular dispatchers are sick, we have not had to cancel any trips or dispatch shifts as of yet. However as in all sectors it is stressful to deal with staffing changes due to illness, and also a strain on finances to provide leave pay to drivers we are requiring to stay at home now that there is no government funding to assist with short-term leaves due to COVID isolations.
- In November, we received notification that the Government of Canada and the Province of Nova Scotia would provide SWNT with a "COVID-Relief" grant of $42,560. As our reserves were being significantly depleted by high gas prices, this was an incredible help.
- We recently received word that our application to the Yarmouth Hospital Foundation will be partially funded to allow us to purchase two wheelchairs (allowing us to assist riders who may struggle getting to and from our vehicles or who may have a temporary mobility barrier requiring the use of a wheelchair, where wheelchairs they borrow (from the Red Cross, Lions Club, or other sources) may not be appropriately rated for travel in a vehicle) and two portable AEDs.
- As we have previously shared, Sou'West Nova Transit was approved in both the planning and capital streams of the Government of Canada's Rural Transit Solutions Fund program:
    - Planning: We received funding to engage a consultant who will bring together participating towns/municipalities and key stakeholders in Shelburne County to facilitate planning and development of transportation solutions based on common priorities.
    - Capital: Over the next three years the program will cover 80% of the purchase of two EV sedans, one hybrid non-accessible minivan, one 7 passenger accessible gas van, and four level 2 EV chargers. The Province of Nova Scotia has committed to funding the remaining 20%.
- A sample of trips we provided in the last few months:
    - We brought someone home from the hospital after having their baby!
    - We fulfilled the dying wish of a hospital patient who uses a wheelchair to return to her home for a visit. She passed away the next week.
    - We support multiple riders who are currently receiving treatment for cancer.
    - We assist a gentleman in attending training to prepare for the Special Olympics.
    - We provide regular deliveries from the food bank for a rider with developmental delays.

OPERATIONS REPORT FOR THE MUNICIPALITY OF SHELBURNE
Sou'West Nova Transit Association

GENERAL OPERATIONS STATISTICS - April 1 to December 31, 2022			
Total one-way trips* provided to ALL Shelburne County residents: 3,141 ***(Last year: 2,595)***			
Fare reductions provided to all Shelburne County residents paying out of pocket: $39,422			
PERCENTAGE BY ACCESSIBILITY NEEDS		**PERCENTAGE BY AGE RANGE OF RIDER**	
Accessible (provided to wheelchair users)	7%	Age 17 and under	1%
Non-Accessible	93%	Age 18 to 65	35%
		Age 65 and over	64%
PERCENTAGE BY DESTINATION* **		**PERCENTAGE BY PRIMARY PURPOSE OF TRIP**	
In-county travel	63%	Medical (including vaccinations)	58%
Yarmouth	21%	Food/Errands	29%
Liverpool	2%	Social/Recreation	5%
Bridgewater	4%	Education/Employment	6%
Kentville	1%	Other	2%
Halifax	7%		
Other	2%		

MUNICIPALITY OF SHELBURNE OPERATIONS STATISTICS - April 1 to December 31, 2022			
Total one-way trips* provided to Municipality of Shelburne residents: 946 ***(Last year: 771)***			
Fare reductions ** provided to MODS residents paying out of pocket: $12,409			
PERCENTAGE BY ACCESSIBILITY NEEDS		**PERCENTAGE BY AGE RANGE OF RIDER**	
Accessible (provided to wheelchair users)	8%	Age 17 and under	0%
Non-Accessible	92%	Age 18 to 65	33%
		Age 65 and over	67%
PERCENTAGE BY DESTINATION* **		**PERCENTAGE BY PRIMARY PURPOSE OF TRIP**	
In-county travel	63%	Medical (including vaccinations)	54%
Yarmouth	18%	Food/Errands	25%
Liverpool	2%	Social/Recreation	1%
Bridgewater	7%	Education/Employment	18%
Kentville	1%	Other	2%
Halifax	8%		
Other	1%		

*Does not include deliveries of food, medication, essential supplies, etc.

**Thanks to fare reduction funds provided by the Municipality of Shelburne, all riders paying out-of-pocket from the Municipality receive an automatic 40% off their fare (to a minimum out-of-pocket fare of $15 per round trip) while funds last. Riders who have completed a fare reduction application may be eligible for an additional 20%, 25%, or 30% off essential travel fares (subsidized from other sources) based on their annual household income. Additional reductions may be granted in special circumstances. Some trips may be subsidized from project funds based on type of trip (ex. A grant that reduces fares for seniors travelling for social/recreational purposes, or providing free trips to COVID-19 vaccination appointments).

***EXAMPLE: Note that if a rider receives a trip to Yarmouth and home again, for statistical purposes we will count both one-way trips as "Yarmouth" to best reflect how our service is being used.

STAFF REPORT

To: Council

From: Michelle Williams, Director of Finance

Approved by: Warren MacLeod, Chief Administrative Officer

Date: January 25, 2023

Subject: Preliminary Assessment Role Update 2023

ORIGIN

PVSC 2023 Assessment Role was received December 2022.

RECOMMENDATIONS

Information only

BACKGROUND

Information only

DICUSSION

Property Valuation Services Corporation (PVSC) has released the 2023 preliminary assessment roll to all Municipalities. The Assessment Roll is the main driver of our revenue and has a direct effect on setting our tax rate. Staff has attached a report showing the total assessment and percent change for the Municipality as a whole. *Please note that the 2023 with CAP column is 7.7% (5.4% 2022).*

Residential Assessment has **increased** in **market** value by **13.81%**, and the value of properties within the **CAP** program have increased **10.39%** from the 2022 taxable assessment. Resource Assessment has **increased** in **market** value by **8.46%**, and the value of properties within the **CAP** program have **increased 6.81%** from the 2022 taxable assessment. If the residential and resource tax rate remains unchanged at $1.26 per $100, residential and resource revenue will increase by approximately **$515,394** in 2023/2024 (similar comparison done in 2022/2023 was

an increase of $350,974).

Commercial Assessment overall has **increased** by **11%** from the prior year, which will result in an increase of approximately **$61,491** in revenue if the commercial tax rate remains the same at $1.82 per $100 (similar comparison done in 2022/2023 was an increase of $24,492).

According to PVSC, the assessment for the 2023 role reflects market values as of January 1, 2022.

PVSC assessment notices were sent out to property owners in January 2023 across the Province and property owners had 31 days from the date on the assessment notice to file an appeal.

ATTACHMENTS

Municipality of the District of Shelburne 2023 Assessment Roll Summary Analysis

Municipality of the District of Shelburne

2023 Assesment Roll Summary

Municipality as a Whole

	2022 Market	2023 Market	% Increase	2022 with CAP	2023 with CAP	% Increase			
01 - Residental	396,935,800	451,771,000	**13.81%**	360,339,200	397,764,500	**10.39%**			
02 - Commercial	30,714,500	34,093,100	**11.00%**	30,714,500	34,093,100	**11.00%**			
03 - Resource	59,889,100	64,954,000	**8.46%**	51,065,900	54,544,900	**6.81%**			
21 - Residential Exempt	1,169,700	1,313,500	**12.29%**	1,169,700	1,313,500	**12.29%**			
22 - Commercial Exempt	36,323,300	37,506,400	**3.26%**	36,323,300	37,506,400	**3.26%**			
23 - Resource Exempt	5,092,300	8,788,200	**72.58%**	5,092,300	8,788,200	**72.58%**			
25 - Resource Farm Exempt	242,800	251,800	**3.71%**	242,800	251,800	**3.71%**			
26 - Commercial Forest Exempt	948,300	948,300	**0.00%**	948,300	948,300	**0.00%**			
27 - Resource Forest Exempt	13,500,300	12,924,000	**-4.27%**	13,500,300	12,924,000	**-4.27%**			
55 - Provincial Forest Exempt	25,387,100	25,531,300	**0.57%**	25,387,100	25,531,300	**0.57%**			
Total Taxable	**487,539,400**	**550,818,100**	**12.98%**	**442,119,600**	**486,402,500**	**10.02%**			
Total Exempt	**82,663,800**	**87,263,500**	**5.56%**	**82,663,800**	**87,263,500**	**5.56%**			
	570,203,200	**638,081,600**	**11.90%**	**524,783,400**	**573,666,000**	**9.31%**			
Revenue Residential	**5,755,994**	**6,510,735**	**13.11%**	**5,183,704**	**5,699,098**	**9.94%**	**$**	**515,394**	
Revenue Commercial	**559,004**	**620,494**	**11.00%**	**559,004**	**620,494**	**11.00%**	**$**	**61,491**	
	6,314,998	**7,131,229**	**12.93%**	**5,742,708**	**6,319,593**	**10.05%**		**$576,885**	****
Total Dwellings	**3,126**	**3,143**	**0.54%**						
Total Records	**7,388**	**7,445**	**0.77%**						

****** This value will fluctuate as upates are received weekly from PVSC***

Assumes residential/resource tax rate is $1.26/100; commercial tax rate is $1.82/100

Source - PVSC December 2022 -> Assessment Role for 2023

STAFF REPORT

To: Council

From: Michelle Williams, Director of Finance

Approved by: Warren MacLeod, Chief Administrative Officer

Date: January 25, 2023

Subject: **Write off AAN03937313**

ORIGIN

AAN03937313 was one of the properties scheduled for the March 2023 tax sale; the solicitor has advised to pull the property and have funds written off by Council.

RECOMMENDATION

THAT the Council of the Municipality of the District of Shelburne write off the balance of $384.06 on AAN03937313 using GL 00-28211-000.

DISCUSSION

In the fall, when the solicitor sent the title searches for each of the properties on the March 2023 tax sale, it was discovered that the property owner was deceased and the mobile home AAN03937313 was no longer located on the land (the land does not form part of the of the AAN). As such, PVSC was advised, and they are in the process of "removing the mobile by way of a section change to our filed roll (in early January)". After a discussion with our solicitor, they have advised to pull the property from the tax sale and write off the property taxes owing of $384.06.

BUDGET IMPLICAITONS

An amount of $384.06 will be taken from Valuation Allowance GL#00-28211-000 which has a budget of $5,000 and of that $4,274.44 is available

Budget Update
2023-01-25

Table of Contents

Financial Overview 16

CAO 27

Revenue: 27

Transfer from Reserves: 27

Transfers to Reserves: 27

Expenses: 27

Deputy CAO 27

Revenue: 27

Expenses: 27

Director of Finance 29

Revenue: 29

Expenses: 29

Aged Receivables: 29

New MDS Building 29

Collections: 30

Operations & Protective Services 31

Revenue: 31

Expenses: 31

Economic & Community Development 33

Revenue: 33

Expenses: 33

Recreation & Parks 33

Recreation Budget 33

Projects 34

Financial Overview

Each year council approves a balanced budget, and in the fall and again in the winter, the CAO and Directors review their budgets and forecast what departmental expectations appear to indicate for March 31, 2023 based on activities over the course of the fiscal to date; indications suggest a surplus of approximately $432,478.

Each director has provided an update in their specific report and has provided details on the status of their departments.

There are positive cash positions in all bank accounts. When reviewing the attached reserve update, you will notice all reserves are in a positive position and that there have been no unexpected costs over and above the projects as to what was initially approved in the capital plan or through Council approved staff reports, apart from the new building that is detailed below.

As of January 16, 2023 we have spent the $1.5 million in Operating Reserves, $1.1 million in Capital Reserves, and $615,929.37 in Gas Tax Reserve (there is still $84,070.63 left in Gas Tax to use on applicable invoices that have yet to be advanced). Total bridge financing is currently at $2,090,455.67; this amount will form part of the long-term loan with MFC.

Based on an email dated August 11, 2022 from the Project Manager, the total cost of the building after rebates was to be $7,271,650. To date, council has spent $3,215,929.37 in reserves with $84,070.63 left to spend in Gas Tax; once the allocation of that amount has been spent there will be a total of $3.3 million in reserves that Council has approved towards the new building project since it engaged the current contractor; there were funds dispersed prior to that as well as the cost of the land. This would then leave $3,971,650 left for long-term borrowing; our borrowing agreement with the Minister is up to $5 million.

At a September 29, 2022 meeting with the CAO, Director of Finance and Project Manager, it was presented to staff that there is an expected overrun of $200,000. The proposal from the Project Manger is to use more Gas Tax reserves to fund this shortfall, while at the same time he plans to prepare a letter to CRA to allow for the Municipality to receive back full HST on the overall project. If both plans are implemented, and Council approves, then Gas Tax reserves will be depleted by the $200,000 and the amount to be borrowed from the long-term will be $3,971,650 or Council may opt to borrow the $200,000 and not use Gas Tax reserves. The decision from CRA may result in less HST to be paid but this will not be known until we have a CRA ruling.

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

For the Period Ending Mar 2023

Printed: 3:19:28PM 01/17/2023

ACCOUNT TITLE	2022/2023 Budget	2022/2023 YTD Actual	2022/2023 Bud Remain $	2022/2023 % to Date	2022/2023 Forecast
REVENUE					
TAXES					
ASSESSABLE PROPERTY	4,542,812.00	4,542,817.86	(5.86)	100.00	4,542,818.00
COMMERCIAL	569,132.00	569,766.98	(634.98)	100.11	569,767.00
RESOURCE	654,293.00	656,629.92	(2,336.92)	100.36	656,632.00
AREA RATES	34,783.00	34,783.19	(0.19)	100.00	34,784.00
BUSINESS PROPERTY	26,550.00	27,994.00	(1,444.00)	105.44	27,994.00
OTHER TAXES	270,000.00	479,179.08	(209,179.08)	177.47	569,179.00
TOTAL TAXES	6,097,570.00	6,311,171.03	(213,601.03)	103.50	6,401,174.00
FEDERAL GOVERNMENT AND AGENCIES					
GRANT IN LIEU	5,832.00	4,944.66	887.34	84.78	4,945.00
FEDERAL GOVERNMENT AGENCIES	400.00	402.17	(2.17)	100.54	403.00
TOTAL FEDERAL GOVERNMENT AND AGENCIES	6,232.00	5,346.83	885.17	85.80	5,348.00
PROVINCIAL GOVERNMENT AND AGENCIES					
PROVINCIAL GOVERNMENT	232,779.00	2,582.00	230,197.00	1.11	235,092.00
PROVINCIAL GOVERNMENT AGENCIES	10,467.00	11,196.45	(729.45)	106.97	11,197.00
TOTAL PROVINCIAL GOVERNMENT AND AGENCIES	243,246.00	13,778.45	229,467.55	5.66	246,289.00
FEDERAL GAS TAX CONTRIBUTION	0.00	0.00	0.00	0.00	0.00
SALE OF SERVICES	1,178,234.00	861,562.74	316,671.26	73.12	1,103,513.00
RETURN ON INVESTMENT	20,000.00	71,503.92	(51,503.92)	357.52	92,000.00
UNCONDITIONAL TRANSFERS					
PROVINCIAL GOVERNMENT	86,145.00	60,887.58	25,257.42	70.68	81,172.00
TOTAL UNCONDITIONAL TRANSFERS	86,145.00	60,887.58	25,257.42	70.68	81,172.00
OTHER TRANSFERS					

ACCOUNT TITLE	2022/2023 Budget	2022/2023 YTD Actual	2022/2023 Bud Remain $	2022/2023 % to Date	2022/2023 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	0.00	0.00	0.00	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	343,007.00	330,980.21	12,026.79	96.49	540,774.00
TRANSFER FROM GAS TAX RESERVE	16,963.00	0.00	16,963.00	0.00	27,372.00
TOTAL OTHER TRANSFERS	359,970.00	330,980.21	28,989.79	91.95	568,146.00
TOTAL REVENUE	7,991,397.00	7,655,230.76	336,166.24	95.79	8,497,642.00

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

For the Period Ending Mar 2023

ACCOUNT TITLE	2022/2023 Budget	2022/2023 YTD Actual	2022/2023 Bud Remain $	2022/2023 % to Date	2022/2023 Forecast
EXPENDITURES					
LEGISLATIVE					
WARDEN HONORARIUM	30,033.00	24,252.61	5,780.39	80.75	30,033.00
WARDEN EXPENSE					
DEPUTY WARDEN HONORARIUM	24,852.00	19,143.03	5,708.97	77.03	24,852.00
COUNCILLOR HONORARIUM	101,993.00	81,625.36	20,367.64	80.03	101,993.00
COUNCILLOR TRAVEL	15,000.00	22,613.86	(7,613.86)	150.76	23,000.00
ELECTIONS	0.00	0.00	0.00	0.00	0.00
UNSM FCM DUES	5,000.00	1,131.69	3,868.31	22.63	4,239.00
TOTAL LEGISLATIVE	176,878.00	148,766.55	28,111.45	84.11	184,117.00
ADMINISTRATIVE					
SALARY	352,957.00	288,068.46	64,888.54	81.62	389,450.52
BENEFITS	69,879.00	54,901.57	14,977.43	78.57	77,244.16
INFORMATION TECHNOLOGY	98,850.00	53,254.84	45,595.16	53.87	119,550.00
PROFESSIONAL DUES	3,000.00	1,629.64	1,370.36	54.32	3,000.00
INSURANCE	51,680.00	52,584.24	(904.24)	101.75	52,585.00
CONTRACTED ADMIN SERVICES	186,700.00	92,250.89	94,449.11	49.41	110,000.00
ADVERTISING	22,500.00	12,095.59	10,404.41	53.76	22,500.00
POSTAGE	20,400.00	12,524.82	7,875.18	61.40	20,400.00
OFFICE SUPPLIES	15,000.00	10,103.13	4,896.87	67.35	15,000.00
TELEPHONE	13,740.00	10,732.85	3,007.15	78.11	13,740.00
LEGAL SERVICES	27,000.00	20,447.93	6,552.07	75.73	27,000.00
STAFF RELATIONS	2,500.00	1,756.39	743.61	70.26	2,500.00
OTHER GENERAL ADMIN	10,000.00	8,155.53	1,844.47	81.56	10,000.00
OCCUPATIONAL HEALTH & SAFETY	500.00	104.61	395.39	20.92	500.00
TRAVEL	6,000.00	14,192.56	(8,192.56)	236.54	15,000.00
STAFF TRAINING	5,000.00	2,160.04	2,839.96	43.20	5,000.00
EMPLOYMENT ASSISTANCE PROGRAM	1,016.00	1,012.15	3.85	99.62	1,013.00
TOTAL ADMINISTRATIVE	886,722.00	635,975.24	250,746.76	71.72	884,482.68

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

For the Period Ending Mar 2023

ACCOUNT TITLE	2022/2023 Budget	2022/2023 YTD Actual	2022/2023 Bud Remain $	2022/2023 % to Date	2022/2023 Forecast
TAXATION & ACCOUNTING					
SALARY	209,448.00	166,722.23	42,725.77	79.60	196,531.00
BENEFITS	36,698.00	25,849.35	10,848.65	70.44	35,522.00
AUDITING SERVICES	32,877.00	29,821.58	3,055.42	90.71	32,877.00
PROFESSIONAL DUES					
TRAVEL					
LOW INCOME TAX EXEMPTIONS	50,000.00	38,884.55	11,115.45	77.77	50,000.00
TAX EXEMPTIONS - COMMUNITY GROUPS	30,551.00	30,551.53	(0.53)	100.00	30,552.00
ALLOWANCE FOR APPEALS	10,000.00	15,056.62	(5,056.62)	150.57	15,057.00
TAX SALE	29,717.00	21,255.14	8,461.86	71.53	45,292.00
TOTAL TAXATION & ACCOUNTING	399,291.00	328,141.00	71,150.00	82.18	405,831.00
BUILDING SERVICES					
COURT HOUSE - MAINTENANCE & REPAIRS	182,730.00	72,673.91	110,056.09	39.77	187,800.00
COURT HOUSE - INSURANCE	6,422.00	6,291.00	131.00	97.96	6,291.00
MDS BUILDING – MAINTENANCE & REPORTS	0.00	0.00	0.00	0.00	0.00
MDS BUILDING – INSURANCE	0.00	0.00	0.00	0.00	0.00
PUBLIC WORKS - MAINTENANCE & REPAIRS	16,000.00	4,307.68	11,692.32	26.92	11,000.00
PUBLIC WORKS - UTILITIES	9,000.00	5,299.60	3,700.40	58.88	9,000.00
PUBLIC WORKS-INSURANCE	6,215.00	6,018.00	197.00	96.83	6,018.00
PUBLIC WORKS-VEHICLE	5,500.00	5,129.08	370.92	93.26	6,000.00
TOTAL BUILDING SERVICES	225,867.00	99,719.27	126,147.73	44.15	226,109.00
POLICE PROTECTION					
RCMP	961,000.00	720,609.75	240,390.25	74.99	961,000.00
DNA	5,400.00	3,673.78	1,726.22	68.03	5,400.00
LOCKUP	120,105.00	23,465.82	96,639.18	19.54	23,292.90
TOTAL POLICE PROTECTION	1,086,505.00	747,749.35	338,755.65	68.82	989,692.90
FIRE PROTECTION					

ACCOUNT TITLE	2022/2023 Budget	2022/2023 YTD Actual	2022/2023 Bud Remain $	2022/2023 % to Date	2022/2023 Forecast
MUNICIPAL FIRE DEPARTMENT GRANTS	253,059.00	257,538.00	(4,479.00)	101.77	267,059.00
SHELBURNE FIRE DEPARTMENT GRANT	75,171.00	75,170.90	0.10	100.00	75,171.00
LOCKEPORT FIRE DEPARTMENT GRANT	34,544.00	35,490.26	(946.26)	102.74	34,544.00
FIRE EQUIP-COMPRESSOR REPAIRS	0.00	0.00	0.00	0.00	0.00
CAPITAL ASSISTANCE TO FIRE DPS	35,000.00	7,399.67	27,600.33	21.14	35,000.00
FIRE PROTECTION - HYDRANTS	48,549.00	47,517.59	1,031.41	97.88	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	16,371.69	334.31	98.00	16,706.00
FIRE DEPARTMENT RADIO LICENSE	0.00	0.00	0.00	0.00	0.00
TOTAL FIRE PROTECTION	468,029.00	439,488.11	28,540.89	93.90	482,029.00
BY-LAW ENFORCEMENT					
SALARY AND BENEFITS	91,354.00	70,577.97	20,776.03	77.26	91,354.00
VEHICLE	8,000.00	12,080.44	(4,080.44)	151.01	13,500.00
TRAVEL	200.00	0.00	200.00	0.00	200.00
PROPERTY CLEAN UP	18,500.00	0.00	18,500.00	0.00	0.00
OTHER	1,600.00	832.64	767.36	52.04	1,600.00
TOTAL BY-LAW ENFORCEMENT	119,654.00	83,491.05	36,162.95	69.78	106,654.00
ROAD TRANSPORT					
STREET LIGHTING	165,905.00	96,571.06	69,333.94	58.21	145,905.00
CLASS J ROADS	35,078.00	27,219.00	7,859.00	77.60	36,292.00
TOTAL ROAD TRANSPORTATION	200,983.00	123,790.06	77,192.94	61.59	182,197.00
SEWAGE TREATMENT OPERATIONS					
SALARY & BENEFITS	91,720.00	68,725.69	22,994.31	74.93	91,720.00
TRAINING	3,000.00	0.00	3,000.00	0.00	0.00
OTHER	5,000.00	3,045.15	1,954.85	60.90	5,000.00
TOTAL SEWAGE TREATMENT OPERATIONS	99,720.00	71,770.84	27,949.16	71.97	96,720.00

ACCOUNT TITLE	2022/2023 Budget	2022/2023 YTD Actual	2022/2023 Bud Remain $	2022/2023 % to Date	2022/2023 Forecast
SEWAGE TREATMENT					
SEWER MAINTENANCE	260,000.00	214,016.12	45,983.88	82.31	230,000.00
PUMPING STATION UTILITY	13,700.00	10,592.23	3,107.77	77.32	14,000.00
PUMPING STATION - MAINTENANCE AND REPAIR	10,000.00	10,976.56	(976.56)	109.77	15,000.00
PLANT - UTILITY	27,000.00	13,787.87	13,212.13	51.07	25,000.00
PLANT - MAINTENANCE AND REPAIR	20,000.00	8,943.90	11,056.10	44.72	20,000.00
TOTAL SEWAGE TREATMENT	330,700.00	258,316.68	72,383.32	78.11	304,000.00
ENVIRONMENTAL					
ADMINISTRATION	100,427.00	76,223.74	24,203.26	75.90	100,594.00
BUILDING INSPECTION	77,507.00	74,002.50	3,504.50	95.48	76,507.00
FIRE INSPECTION	19,330.00	350.00	18,980.00	1.81	19,030.00
WASTE DIVERSION	114,961.00	105,677.36	9,283.64	91.92	135,571.00
C&D OPERATION	235,448.00	163,711.03	71,736.97	69.53	237,492.00
SOLID WASTE	707,305.00	490,994.59	216,310.41	69.42	707,305.00
TOTAL ENVIRONMENTAL	1,254,978.00	910,959.22	344,018.78	72.59	1,276,499.00
WIND TURBINE					
MAINTENANCE	11,000.00	5,631.53	5,368.47	51.20	11,000.00
INSURANCE	2,458.00	2,344.00	114.00	95.36	2,344.00
TOTAL WIND TURBINE	13,458.00	7,975.53	5,482.47	59.26	13,344.00
COMMUNITY & ECONOMIC DEVELOPMENT					
LITTER ABATMENT	4,500.00	4,500.00	0.00	100.00	4,500.00
SOLAR PROJECT	0.00	0.00	0.00	0.00	0.00
HEALTH CARE	27,200.00	66,801.00	(39,601.00)	245.59	27,200.00
ECONOMIC DEVELOPMENT	111,000.00	80,263.86	30,736.14	72.31	277,401.00
SENIOR SAFETY	14,832.00	14,832.00	0.00	100.00	14,832.00
ICSP IMPLEMENTATION	60,000.00	30,493.23	29,506.77	50.82	60,000.00
GRANTS TO ORGANIZATION	82,250.00	69,235.25	13,014.75	84.18	82,250.00

ACCOUNT TITLE	2022/2023 Budget	2022/2023 YTD Actual	2022/2023 Bud Remain $	2022/2023 % to Date	2022/2023 Forecast
EVENTS	0.00	0.00	0.00	0.00	0.00
TOTAL COMMUNITY & ECONOMIC DEVELOPMENT	299,782.00	266,125.34	33,656.66	88.77	466,183.00
RECREATION & CULTURAL SERVICES					
SALARY	131,010.00	105,341.68	25,668.32	80.41	131,010.00
BENEFITS	23,973.00	19,162.49	4,810.51	79.93	23,973.00
TRAINING	1,000.00	308.56	691.44	30.86	1,000.00
SUMMER STAFF SALARY	67,886.00	51,909.00	15,977.00	76.46	51,909.00
SUMMER STAFF BENEFITS	4,856.00	4,095.62	760.38	84.34	4,097.00
SUMMER STAFF TRAVEL					
VEHICLE	5,000.00	7,110.00	(2,110.00)	142.20	8,000.00
MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00
STAFF EXPENSES	1,500.00	844.53	655.47	56.30	1,500.00
SUMMER STAFF TRAINING	3,000.00	2,917.99	82.01	97.27	2,918.00
OFFICE EXPENSE	1,500.00	350.19	1,149.81	23.35	1,000.00
MEMBERSHIPS	1,000.00	344.14	655.86	34.41	1,000.00
GRANTS TO ORGANIZATION					
ADVERTISING	4,000.00	2,242.81	1,757.19	56.07	4,000.00
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	22,000.00	14,715.51	7,284.49	66.89	25,013.00
COMMUNITY USE PROGRAM	9,709.00	7,474.77	2,234.23	76.99	10,809.00
MPAL PROGRAM	56,797.00	52,383.91	4,413.09	92.23	63,997.00
TOTAL RECREATION & CULTURAL SERVICES	343,231.00	279,201.20	64,029.80	81.34	340,226.00
RECREATION AND PARKS FACILITIES					
FACILITIES DEVELOPMENT	30,000.00	13,868.99	16,131.01	46.23	24,300.00
SASI SERVICE AGREEMENT					
MAINTENANCE & EQUIPMENT	19,000.00	9,417.74	9,582.26	49.57	14,000.00
SHELBURNE COUNTY ARENA	29,500.00	55,679.98	(26,179.98)	188.75	55,680.00

ACCOUNT TITLE	2022/2023 Budget	2022/2023 YTD Actual	2022/2023 Bud Remain $	2022/2023 % to Date	2022/2023 Forecast
TOTAL RECREATION AND PARKS FACILITIES	78,500.00	78,966.71	(466.71)	100.59	93,980.00
FISCAL SERVICES					
BANK CHARGE	6,750.00	4,254.76	2,495.24	63.03	6,750.00
PENSION FEE	500.00	5,604.00	(5,104.00)	1,120.80	6,104.00
PAYROLL FEE	5,000.00	(1.53)	5,001.53	(0.03)	5,000.00
LOANS	101,523.00	23,397.31	78,125.69	23.05	101,523.00
VALUATION ALLOWANCE	5,000.00	728.56	4,271.44	14.57	5,000.00
TRANSFERS TO SPECIAL PURPOSE RESERVE	18,283.00	15,883.71	2,399.29	86.88	15,884.00
TRANSFER TO GAS TAX RESERVE	0.00	0.00	0.00	0.00	0.00
TRANSFER TO CAPITAL RESERVE	100,000.00	100,000.00	0.00	100.00	100,000.00
TRANSFER TO OPERATING RESERVE	79,384.00	79,384.00	0.00	100.00	79,384.00
CAPITAL FROM OPERATING	8,884.00	8,884.00	0.00	100.00	8,884.00
DISTRICT GRANT FUND	28,000.00	28,000.00	0.00	100.00	28,000.00
SOU WEST NOVA TRANSIT	12,000.00	12,000.00	0.00	100.00	12,000.00
TOTAL FISCAL SERVICES	365,324.00	278,134.81	87,189.19	76.13	368,529.00
CONDITIONAL TRANSERS					
CORRECTIONS	80,156.00	57,090.00	23,066.00	71.22	80,156.00
PUBLIC PROSECUTION	3,000.00	1,471.81	1,528.19	49.06	3,000.00
ASSESSMENT SERVICES	141,701.00	141,700.24	0.76	100.00	141,701.00
REGIONAL LIBRARY	34,100.00	34,100.00	0.00	100.00	34,100.00
REGIONAL SCHOOL BOARD	1,309,550.00	1,091,290.84	218,259.16	83.33	1,309,550.00
TOTAL CONDITIONAL TRANSERS	1,568,507.00	1,325,652.89	242,854.11	84.52	1,568,507.00
UNCONDITIONAL TRANSERS					
HOUSING AUTHORITY	25,438.00	7,271.33	18,166.67	28.58	28,233.00
AREA RATE	14,500.00	14,500.00	0.00	100.00	14,500.00
TOTAL UNCONDITIONAL TRANSERS	39,938.00	21,771.33	18,166.67	54.51	42,733.00
EMERGENCY MANAGEMENT					

ACCOUNT TITLE	2022/2023 Budget	2022/2023 YTD Actual	2022/2023 Bud Remain $	2022/2023 % to Date	2022/2023 Forecast
SEARCH AND RESCUE	4,470.00	4,470.00	0.00	100.00	4,470.00
SHELBURNE COUNTY EMO	28,860.00	20,045.94	8,814.06	69.46	28,860.00
TOTAL EMERGENCY MANAGEMENT	33,330.00	24,515.94	8,814.06	73.56	33,330.00
TOTAL EXPENDITURES	7,991,397.00	6,130,511.12	1,860,885.88	76.71	8,065,163.58

SUMMARY

TOTAL REVENUE	7,991,397.00	7,655,230.76	336,166.24	95.79	8,497,642.00
TOTAL EXPENDITURES	7,991,397.00	6,130,511.12	1,860,885.88	76.71	8,065,163.58
SURPLUS/(DEFICIT)	0.00	1,524,719.64	(1,524,719.64)	0.00	432,478.42

Municipality of the District of Shelburne

2022/2023

RESERVES

CAO

Revenue:

The revenue accounts for the CAO have all remained the same except for the forecasted rental income from the courthouse and new building which decreased from the original budgeted amount of $240,000 to $208,000 due to delays in construction at the new building.

Transfer from Reserves:

Both the budgeted transfers from Operating Reserves and Gas Tax Reserves changed as follows:

- The original forecasted transfer from operating reserves has increased from the original budgeted amount of $343,007 to $540,774. The increase is primarily due to the un-budgeted item for the arena chiller repairs, solar, video flow and x-ray machine.
- The original forecasted transfer from gas tax reserve has increased from the original budgeted amount of $16,963 to $27,372. This is due to final received invoices for both the West Green Harbour ball field upgrade and the Welkum Park accessibility upgrade.

Transfers to Reserves:

There have been no adjustments to budgeted transfer from reserves.

Expenses:

The only budgeted expense under the CAO GL's whose original budget has changed has been Councilor travel which increased from the original budgeted amount of $15,000 to a forecast of $23,000.

Deputy CAO

Revenue:

Revenue for Miscellaneous Income is where it is expected to be for this time of year.

Expenses:

Municipal Administration/Other

- Insurances are all paid for the year and on budget.
- Contracted Admin will come in approximately $76,000 under budget, due to the term position for Protective Services being moved to the salary for full time Director and the Regional Planning contribution not being spent in this fiscal year.
- Office Expense GLs such as postage, advertising, office supplies, telephone, and other general admin are anticipated to be on budget for year end.

- IT items such as IT misc., hardware and software are expected to be on budget for yearend; however, software support will be over budget by approximately $20,000 to accommodate for services required for the move and set up at the new building.
- Legal Services are anticipated to be on budget for year end.
- Staff related GLs including professional dues, staff relations and staff training are expected to be on budget for year. Staff travel / conferences is anticipated to be over budget by approximately $9,000 for this year.
- Streetlighting is expected to be under budget for this year by approximately $20,000 as last year's actuals were used as this year's budget amount, but there was a onetime fee of $20,000 last year that won't occur this year.
- Private Road Maintenance Fees are paid and on budget.

Human Resources (Salaries, deductions, and benefits costs)

- Union
  - Community Development Coordinator GL is expected to be under budget by approximately $8,000 at year end.
  - All other union expenses are expected to be on budget.
- Non-Union
  - Deputy CAO salary and related expenses should come in at approximately $40,000 (unbudgeted but funds to be used from contracted admin as agreed at time of restructuring discussions).
  - CAO salary and related expenses are anticipated to be approximately $15,000 over budget based on contracts and overlap of CAOs.
  - All other non-union expenses are expected to be on budget.
  - Council salary and expenses are expected to be on budget.
- Contract
  - Casual Tax Staff salary and related expenses are expected to be under budget by approximately $12,000.
  - Recreation Summer Staff salaries and related expenses are expected to be under budget by approximately $15,000.
  - Casual C&D Staff salary and related expenses are expected to be over budget by approximately $2,000.
  - Janitorial Salary has been increased by $5,000 to accommodate the new building.
  - All other contract expenses are expected to be on budget.

Director of Finance

Revenue:

- The tax bills have been issued with a due date of June 30, 2022.
- Provincial Grant in lieu reports due Sept 30, 2022, all reports have been submitted
- Federal Grant in Lieu application has been submitted and received.
- CBC Grant application has been submitted and received.
- DEED represents actual to December 2022; this is expected to be overbudget.
- Tax Sale revenue may be overbudget depending on how many of the properties sell, this will be offset by the Tax Sale expense.
- Interest earned actuals expected to be overbudget due to changes to prime in 2022/23

Expenses:

- Allowance for Appeals, there are some that have gone on to be reviewed by NSAT, so status is not known at this time, currently appeal budget is over by $5,000.
- The Municipal Clerks pension fee overbudget by $5,000 as discussed at October Council through A&C Council Committee members due to reallocation as an asset position.
- Low-income applications so far are at 149 with $38,885 allocated. Currently, we are processing 15 new applications and the deadline is not until February 28, 2023

Aged Receivables:

As of January 16, 2023, the total uncollected tax/fees were $**323,371** plus interest; of this amount, $33,505 is currently in a tax sale position representing 23 properties.

- Commercial property total $27,980 plus interest
- Residential and Resource and Forest property total $277,669 plus interest
- Tax Sale Fees total $14,280 plus interest
- Private Johns Lake properties total $1,907 plus interest
- Town of Shelburne area rate is $10 plus interest
- Town of Lockeport area rate is $1,525 plus interest

There are six active PACE loans totaling $24,754 plus interest.

New MDS Building

As of January 16, 2023 we have spent the $1.5 million in Operating Reserves, $1.1 million in Capital Reserves, and $615,929.37 in Gas Tax Reserve (there is still $84,070.63 left in Gas Tax to use on applicable invoices that have yet to be advanced). Total bridge financing is currently at $2,090,455.67; this amount will form part of the long-term loan with MFC.

Based on an email dated August 11, 2022 from the Project Manager, the total cost of the building after rebates was to be $7,271,650. To date, council has spent $3,215,929.37 in reserves with $84,070.63 left

to spend in Gas Tax; once the allocation of that amount has been spent there will be a total of $3.3 million in reserves that Council has approved towards the new building project since it engaged the current contractor; there were funds dispersed prior to that as well as the cost of the land. This would then leave $3,971,650 left for long-term borrowing; our borrowing agreement with the Minister is up to $5 million.

At a September 29, 2022 meeting with the CAO, Director of Finance and Project Manager, it was presented to staff that there is an expected overrun of $200,000. The proposal from the Project Manager is to use more Gas Tax reserves to fund this shortfall, while at the same time he plans to prepare a letter to CRA to allow for the Municipality to receive back full HST on the overall project. If both plans are implemented, and Council approves, then Gas Tax reserves will be depleted by the $200,000 and the amount to be borrowed from the long-term will be $3,971,650 or Council may opt to borrow the $200,000 and not use Gas Tax reserves. The decision from CRA may result in less HST to be paid but this will not be known until we have a CRA ruling.

Collections:

Tax Sale Collections

In May 2022, we had sent out 488 Prewarning letters compared to last year when we sent 442.

On July 6, 2022, we had sent out 141 Preliminary Notice compared to last year where we sent 129.

On August 4, 2022, there were 68 properties on the tax sale listing that were charged the $350 title search fee compared to 66 properties from last year.

In the fall, the By Law officer had 52 60-day notices to post compared to 58 last year.

As of this report, there are currently 23 properties on tax sale and the dates for when the ad will appear in the newspaper will be January 18 and February 8, 2023. All bids for the tender are due February 28, 2023 by 4pm with the live opening March 1 at 2pm, with a report to Council at 7pm.

Residential/Commercial Collections

On September 6, 2022, the collection letter was run, resulting in 820 letters being sent out for properties with a balance of $50.00 or more, last year, there were 758.

On January 5, 2023, the collection letter was run again, per policy, resulting in 429 letters, last year there were 356.

Properties where payment has been sent and still have a balance owing are provided with a receipt showing the balance they have remaining.

Operations & Protective Services

Revenue:

Revenues are above where they are expected for this time of year. We anticipate increases due to increased scrap metal revenue, commercial sewer charges and civic address grant.

Expenses:

Public Works:

The Public Works expenses are anticipated to be near budget or slightly under.

By Law Enforcement:

The By Law Enforcement expenses are anticipated to be under budget due to the planned demolition expense being charged to reserve. The building to be demolished was purchased by the MDS at tax sale prior to demolition.

Sewage Treatment Operations:

The Sewage Treatment expenses are anticipated to be near budget or slightly under.

Inspection Service:

The Inspection Services expenses are anticipated to be near budget or slightly under.

Emergency Services:

Emergency services expenses are anticipated to be over budget due to $14,000 for Training courses; approved by Council in the Spring.

The increased training fees are one of the major factors in the overall expenses being over budget. See summary section below.

Shared Services Administration:

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

Waste Diversion:

Waste Diversion expenses are over budget due to increased HHW expenses. We are receiving an increase in HHW products being dropped off at our site for processing, resulting in increased disposal fees. This is ultimately a good thing for our environment and our residents; current HHW expenses are at 127% of budget with additional costs to be incurred by year end.

The increased HHW costs are one of the major factors in the overall expenses being over budget. See summary section below.

C&D Operation:

Costs are where they are expected to be for this time of year.

Solid Waste:

Collection and Processing costs are where they are expected to be for this time of year.

Wind Turbine:

Wind turbine expenses are where they are expected to be for this time of year.

Summary:

There is anticipated additional revenue in the estimated amount of $13500.

Total savings on expenses for the departments noted above is approximately $22286.

Total increase in expenses of $30610.

This results in the overall expenses being over budget by approximately $7324. ($30610-$22286=$8324.00)

The total expenses are over primarily due to the HHW expense and training expense as noted above.

Increased revenue more than offsets the costs of increased expenses.

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 January 13, 2022, there are 32 C&D accounts outstanding, however, most are current charges. 14 accounts are under $20.00.

C&D Collections		
Month	**# of residents contacted**	**# of residents who made payment**
September	10	5
October	5	2
November	5	2
December	5	2

In addition to the collection calls, C&D accounts with a balance over $2.00 are sent a monthly statement which will provide them with an up-to-date balance.

There are two accounts of concern, we are seeking legal advice on these accounts.

Economic & Community Development

Revenue:

No Revenues to report

Expenses:

- Economic Development expenses is where they are expected to be for this time of year.
- Grants to Organizations expenses are expected to have a surplus of $10,000. Each year we budget to fund an arena deficit from this GL#, we are not currently expecting these funds to be requested.
- Website costs are on target
- Healthcare – this GL is expected to be over budget by $53,000 for contributions made for the x-ray – revenue for the x-ray machine will be overset by the transfer from operating reserve where it was taken from the x-ray reserve.
- Community Development expenses is where they are expected to be for this time of year.

Recreation & Parks

Recreation Budget

- Expenditures total approximately $348,000 (83%). This represents the Recreation operating budget, the Community Use Program budget and the MPAL budget. It also includes all staff salaries and related employment costs.
- Revenues total approximately $72,000, which is currently higher than budgeted. This represents revenues from summer programs, Community Use programs/rentals and two provincial grants (which were not expected). Revenue will continue to go over budget as there will be incoming Community Use revenue until the end of March.
- A surplus is being forecasted for the overall Recreation Budget at approximately $11,000. This is due to less summer staff being hired than anticipated, receiving more revenue than budgeted and several projects being moved to the next fiscal.
- It should be noted that there are projects funded by reserve transfers (i.e., Gas Tax Reserve or Operating Reserve) that are expensed through the Recreation Operating budget. And they can sometimes be added throughout the fiscal year. For example, the recent contribution for the Shelburne Arena repairs was expensed in the Recreation Budget but was covered by funds from the Operating Reserve. Due to that not being in the original budget, the Arena budget will show

going over by $26,180. There is currently $37,443 of transfers in the Recreation Budget, and it is projected that will increase before the end of the fiscal.

Projects

Welkum Park Accessibility Upgrades: Contractors for both the construction of the pathway and the playground upgrades have been confirmed and hired. It is looking like the work will take place in the spring and summer. Due to the timeline on these and other parts of the project the ACOA grant has been extended into next fiscal along with the project work so no funding has been lost.

West Green Harbour Ball Field Restoration: As of the date of this report the remaining work to be completed are the repairs to the outfield and revitalization of the infield. Expenditures up to now have totaled approximately $18,000. Once completed the project cost will be just under $28,000.

STAFF REPORT

TO: Shelburne Municipal Council

FROM: Robin Smith, Community Development Coordinator

APPROVED BY: Val Kean, Director of Economic & Community Development

DATE: January 25th, 2022

SUBJECT: Fundraising Support for Community Organizations - Recommendations

ORIGIN

The Municipality has received a funding request for Fundraising Support for Community Organizations.

RECOMMENDATION

THAT the Council of the Municipality of the District of Shelburne approve the recommended Fundraising Support for Community Organizations amount, totaling $500, to come from the ICSP, GL# 00-26621-500.

BACKGROUND

The Municipality of Shelburne recognizes that the coronavirus has had a direct negative impact on the operation of local community groups and facilities. Following the advice of provincial officials, over the past two years, fundraising events and activities such as suppers, concerts and bingos may have been cancelled or restricted in an attempt to prevent the spread of the virus. It is also recognized by Council that residents and businesses, who once contributed, may no longer be able to financially support their beloved community organizations and events due to economic shortfalls caused by COVID-19 restrictions.

The COVID-19 Emergency Assistance Fund was originally established in 2020, to assist community groups to address financial challenges due to COVID-19. As the COVID-19 restrictions are beginning to ease and fundraising efforts can once again be hosted, it is now the Municipality's focus to support Community Groups who are revitalizing their fundraising efforts, with a Fundraising Support for Community Organizations grant program, that matches money raised, up to $500. This is currently a one-year funding opportunity and continued availability will be discussed by Council annually.

DISCUSSION

The 2022/2023 Operating Budget includes $15,000 for the administration of Fundraising Support for Community Organizations Grant Program. At the July 27th and November 23rd, 2022 Council meeting, support totaling $4,000 was approved and distributed to eight organizations.

Staff have received one additional application, demonstrating fundraising efforts to support the guidelines of our grant program. It is recommended that Council consider approving the full $500 funding to the following organization:

West Green Harbour Recreation Association

BUDGET IMPLICATIONS

The amount of $500 will be taken from the ICSP GL# 00-26621-500, leaving $10,500, for the consideration of future requests.

ATTACHMENTS

a) 2022/2023 Fundraising Support for Community Organizations Fund Guidelines

Fundraising Support for Community Groups

Name of Organization / Facility:	West Green Habour Recreation Association
Contact Person:	Tara Stuart
Mailing Address:	601 West Green Harbour
Email: tlenslow@hotmail.com Phone:	902-874-1844
Date:	Dec, 08, 2022

1. Please provide a brief description of the events and activities that have directly contributed to your organizations fundraising efforts. For example, community breakfasts, facility rentals, dances, major fund raiser, etc.

Mother's Day fish chowder
Father's Day Washer Tournament
Lobster Chowder
Rentals
Car Show BBQ/50/50
GO BIG GO Home washers
Lucys cottage tickets

2. Please provide an overview of the profits made by your organization during the above noted fundraising activities/events:

Event / Activity / Facility Rentals Hosted	Profit Amounts
Mother's Day Fish Chowder	$ 718.54
Father's Day Washer Tournament	$ 203.05
Lobster chowder	$ 1,246.64
Rentals x 6	$ 210.00
Total Fundraising Amounts Car Show BBQ / 50/50	$ 2,526.53
GO BIG OR GO Home washers	$47.06
Lucy cottage Tickets	$720.00
Total	$ 5,671.82

3. Based on information provided above, what is the total amount of fundraising support your organization is requesting to be matched by this program (maximum eligible amount is $500)?

$ 500.00

4. Any additional comments about your application?

With the few events we have put on this year we have noticed a huge price increase for supplies, less turn out of people, and less rentals. Our small group of volunteers have tried our best to fundraise, we have just Finally got 3 windows installed into our kitchen that cost the hall $3990.24 we will be finishing the inside our selves. This was just to put the windows in and fill in. Thanks for your consideration.

(Please attach a separate page if insufficient space to respond to questions)

If funding is approved, who should the cheque be made payable to:

West Green Harbour Recreation Association

(Cheque must be made payable to a group not an individual)

Please forward applications to the following:

Val Kean
Community Development Coordinator
val.kean@municipalityofshelburne.ca

STAFF REPORT

To:	Council
From:	Adam Dedrick, Director of Recreation & Parks
Approved by:	Warren MacLeod, Chief Administrative Officer
Date:	January 25, 2023
Subject:	Accessibility Coordinator Pilot Project Proposal

Origin

At the November 23, 2022, Council meeting a motion was made to endorse the concept of pursuing a one-year pilot project to jointly hire an accessibility coordinator to implement the Joint Accessibility Plan. The pilot project was recommended by the Eastern Shelburne County Accessibility Advisory Committee that represents all three municipal units (Town of Shelburne, Town of Lockeport and Municipality of the District of Shelburne). The Committee has prepared a proposal for the pilot project for the three Councils to consider for their upcoming budget deliberations for the 2023-2024 fiscal year.

Recommendation

For information purposes only.

Attachments

-Accessibility Coordinator Pilot Project Proposal and Job Description

Accessibility Coordinator Pilot Project Proposal

Prepared by: Eastern Shelburne County Accessibility Advisory Committee
January 16, 2023

The ESCAAC has prepared this proposal for the three Councils (Town of Shelburne, Town of Lockeport and Municipality of the District of Shelburne) to consider for their upcoming budget deliberations for the 2023-2024 fiscal year.

Proposal

The creation of an Accessibility Coordinator position, for a one-year term, which would be a non-union joint position for the three municipal units (TOS, TOL and MDS) and would be responsible for the implementation of the "year one" priorities of the Joint Accessibility Plan. The Accessibility Advisory Committee has identified five Core Goals and Actions to be completed in a one-year time span. A draft job description has also been developed. The position would be cost-shared by all three units and subsidized by a grant. The position would be considered a pilot project followed by an evaluation.

Rationale

There are several reasons for why the position is being recommended.

1. **Implementation of the plans are mandatory.** It's not a plan that can sit on a shelf. It's been mandated and there will be monitoring of progress and penalties for not complying.
2. **The plans contain a lot of work to be done.** The three plans have lots of action items related to numerous focus areas that require a lot of work to be done. And it's a long-term plan that will take several years to make accomplishments.
3. **Existing staff have limited capacity to take on the additional work.** Current staff involved with the plans have limited capacity to make the plans a priority and effectively implement them.
4. **A dedicated joint position would make the plans a priority.** Implementation of the plans would be the sole focus of the position, which will ensure progress can be made over the long term.
5. **A dedicated joint position would be more feasible.** Grants and contributions from the three units for a single position is more feasible than each unit trying to fund their own. And it would be more streamlined and consistent for the action items, as there are many that are shared by all three units.
6. **Several other municipal units have the position.** There are six other municipal units that have an Accessibility Coordinator. One of those is responsible for a joint accessibility plan, just like ours.

Core Goals & Actions

The Accessibility Advisory Committee and respective staff advisors identified core goals and action items that they felt were the most important to complete in the first year of the plan's implementation. These items have been identified as those that require immediate attention, carry a greater workload and are the most impactful to each municipal unit at the front end of plan implementation. A dedicated staff person would tackle them more effectively in a one-year time span, than existing municipal staff that have many other priorities and projects.

Below are the Core Goals and Actions for year one, which are included in the job description. It is important to remember that all these items are to be completed for all three municipal units.

1. Increase public awareness about the rights of persons with disabilities and barriers to accessibility through education and promotion initiatives:
    a. Develop and initiate a public awareness campaign designed to educate about the rights of persons with disabilities, promote positive perceptions and greater social awareness and promote recognition of their contributions to the community.
2. Ensure that all policies and procedures of all three municipal units promote the accessible delivery of goods and services:
    a. Comprehensive review of all policies, procedures, and tools in place at each municipal unit
    b. Develop recommendations to increase accessibility for any existing policies/procedures and for the development of any new ones required
    c. Coordinate and provide accessibility training (i.e. intro to disability, attitudinal) to all employees and elected officials of the three municipal units
3. Ensure that all persons with disabilities can receive, understand, and share information and communication provided by the three municipal units:
    a. Comprehensive review of all information and communication procedures and systems at each municipal unit
    b. Develop guidelines for information and communications materials to ensure they are accessible to individuals with disabilities
    c. Coordinate and provide plain language and inclusive communication strategies training for all employees and elected officials of the three municipal units
4. Ensure that all employment practices and workplaces at each municipal unit are accessible for both new and existing employees:
    a. Comprehensive review of employment practices and workplaces at each municipal unit
    b. Develop recommendations to make practices and workplaces accessible for all employees
    c. Coordinate and provide inclusion training for all municipal staff and elected officials (i.e. Working with Abilities training)
    d. Research and develop a draft Accommodation Policy.
5. Conduct accessibility audits for all required infrastructure of all three municipal units:
    a. Establish and implement a plan to conduct accessibility assessments of identified infrastructure for the three municipal units
    b. Develop recommendations for accessibility upgrades based on requirements, priorities, and resources available

Salary & Funding

The salary range is based on ability to attract qualified applicants and feasibility among municipal units when it comes to contribution amounts. Contribution percentages are based on population (Census 2021); however, other options have been provided to consider.

The grant that currently aligns the most with the project is the Community Works Program, which is an annual, provincial grant that covers up to 50% of the project cost or a max of $25,000. It usually opens in May of each year. The Accessibility Coordinator position is directly named under the eligibility criteria and priority is given to employment opportunities demonstrating a direct link to the development of Municipal Accessibility Plans. Projects must be completed after one year of the date of the approval letter so funding would only be available for one year as it is project based. Research into other grant opportunities will continue

Salary	VP/MERC	Expenses	Total	Grant
$45,000	$6,280	$1,000	$52,480	$25,000
$50,000	$,200	$1,000	$58,200	$25,000
$55,000	$7,920	$1,000	$63,920	$25,000

Census 2021		
MDS	4336	67%
TOS	1644	26%
TOL	476	7%
Total	6456	

With Grant Cost	MDS **67%**	TOS **26%**	TOL **7%**
$27,480	$18,412	$7,145	$1,924
$33,200	$22,244	$8,632	$2,324
$38,920	$26,076	$10,119	$2,724
	60%	**30%**	**10%**
$27,480	$16,488	$8,244	$2,748
$33,200	$19,920	$9,960	$3,320
$38,920	$23,352	$11,676	$3,892
	50%	**35%**	**15%**
$27,480	$13,740	$9,618	$4,122
$33,200	$16,600	$11,620	$4,980
$38,920	$19,460	$13,622	$5,838

No Grant Cost	MDS **67%**	TOS **26%**	TOL **7%**
$52,480	$35,162	$13,645	$3,674
$58,200	$38,994	$15,132	$4,074
$63,920	$42,826	$16,619	$4,474

Timeline

This depends on several factors including budget approvals, alignment with grants and the hiring period. Ideally the position would run April to March (fiscal year), however, that may not be the case as most budgets are not approved until March or later and the Community Works Program grant does not usually open until May. If it were to be approved, it would likely run over the course of two fiscal years.

Logistics

It is being proposed that the position be administered by the Municipality of Shelburne (hiring, payroll, office). The new Municipal administration building will have extra office space available that could be used to host a temporary position. The Accessibility Coordinator will primarily work out of the Municipal building but will be required to work at the other two units as well from time to time.

Municipal Units with an Accessibility Coordinator

Based on some general research the following municipal units were identified to have an Accessibility Coordinator position fully funded by their respective governments.

1. Municipality of the County of Kings – full-time, unionized
2. Municipality of the County of Inverness – full-time, includes Senior Safety Coordinator duties
3. Region of Queens Municipality – full-time, includes anti-racism initiatives
4. Municipality of Chester (Accessible Lunenburg County – 5 units)
5. Halifax Regional Municipality
6. Municipality of the County of Annapolis

The following table provides salary information for Accessibility Coordinator positions at four other municipal units:

Municipal Unit	Salary Range	Required Education Level
Halifax Regional Municipality	$66,160 - 90,900	Undergraduate Degree
Municipality of the County of Annapolis	$71,396 - 82,329	Undergraduate Degree
Municipality of the County of Kings	$34.56 - 39.27/hr	Undergraduate Degree
Municipality of the District of Chester	$42,168 - 61,203	Trade/Technical/Vocational Certificate

Accessibility Coordinator
Job Description

Position Summary

This is a one-year term position, part of a pilot project to implement the identified goals for the first year of the Eastern Shelburne County Accessibility Plan (ESCAP). The ESCAP is a joint plan between the three local municipal units which includes the Town of Lockeport, Town of Shelburne and the Municipality of the District of Shelburne. The Accessibility Coordinator is responsible for the coordination and implementation of the Core Goals and Actions and will act as a liaison with the Joint Accessibility Advisory Committee and the Nova Scotia Accessibility Directorate.

The position is accountable to all three municipal units and the Joint Accessibility Advisory Committee. Administratively, the incumbent will be employed by the Municipality of the District of Shelburne and report directly to the Municipality's Director of Recreation & Parks.

Duties and Responsibilities

Several Core Goals and Actions have been identified to be implemented for year one of the Eastern Shelburne County Accessibility Plan. They are provided below and make up the main duties and responsibilities of this term position.

1. Increase public awareness about the rights of persons with disabilities and barriers to accessibility through education and promotion initiatives:
    a. Develop and initiate a public awareness campaign designed to educate about the rights of persons with disabilities, promote positive perceptions and greater social awareness and promote recognition of their contributions to the community.
2. Ensure that all policies and procedures of all three municipal units promote the accessible delivery of goods and services:
    a. Comprehensive review of all policies, procedures, and tools in place at each municipal unit

    b. Develop recommendations to increase accessibility for any existing policies/procedures and for the development of any new ones required
    c. Coordinate and provide accessibility training (i.e. intro to disability, attitudinal) to all employees and elected officials of the three municipal units
3. Ensure that all persons with disabilities can receive, understand and share information and communication provided by the three municipal units:
    a. Comprehensive review of all information and communication procedures and systems at each municipal unit:
    b. Develop guidelines for information and communications materials to ensure they are accessible to individuals with disabilities
    c. Coordinate and provide plain language and inclusive communication strategies training for all employees and elected officials of the three municipal units
4. Ensure that all employment practices and workplaces at each municipal unit are accessible for both new and existing employees:
    a. Comprehensive review of employment practices and workplaces at each municipal unit
    b. Develop recommendations to make practices and workplaces accessible for all employees
    c. Coordinate and provide inclusion training for all municipal staff and elected officials (i.e. Working with Abilities training)
    d. Research and develop a draft Accommodation Policy.
5. Conduct accessibility audits for all required infrastructure of all three municipal units:
    a. Establish and implement a plan to conduct accessibility assessments of identified infrastructure for the three municipal units
    b. Develop recommendations for accessibility upgrades based on requirements, priorities, and resources available
6. Receive inquiries, requests for information and public feedback related to accessibility issues
7. Respond to requests for information and feedback as required
8. Provide guidance to staff on issues related to accessible service delivery

9. Prepare reports and presentations to Council, Accessibility Advisory Committee and Management as required

Qualifications

- University degree in Recreation, Health Promotion, Community Development/Studies, Planning, Business, or relevant college diploma
- The following are considered an asset but not required:
    - Familiarity with the Nova Scotia Accessibility Act
    - Experience in a municipal government setting
    - Rick Hansen Foundation Accessibility Certification
- If you do not meet the educational or work experience requirements listed here but have lived experience or a combination of education and work experience that make you a great fit for the role we welcome and encourage you to apply for this position. Ensure your resume and cover letter clearly explain how your experience has prepared you to succeed in this role.

Skills

- Solid understanding and knowledge of accessibility issues and legislation related to accessibility.
- Ability to collect and utilize data to develop policies and procedures.
- Ability to utilize research and best practices to inform efforts.
- Ability to work with colleagues to build on strengths, capacities, resources, and opportunities.
- Ability to work independently, take initiative, and work in a team environment
- Strong communication skills, both oral and written
- Facilitation skills (small and large groups)
- Strong knowledge of computer applications within a Windows environment with an emphasis on Microsoft, Word, Excel, and PowerPoint

Terms of Employment

This is a non-union, one-year term position.

Working Conditions

- The schedule for this position is Monday to Friday 8:30 a.m. – 4:30 p.m. (including one hour for lunch) for a total of 35 hours per week.
- Occasional overtime may be required. Compensation for overtime will be provided as equivalent time off.
- Main office space will be located at the new Municipality of Shelburne Administration Building which is a fully accessible building.
- Travel within the three municipal units is required and will be compensated at the government mileage rate (for meetings, work duties, etc.). The successful candidate must have access to reliable transportation.

Salary Range

$45,000-$55,000

How to Apply

A cover letter and resume are required and will be accepted until 4:30 pm on -date to be determined-

Applications are to be submitted to Adam Dedrick, Director of Recreation & Parks in one of the following ways:

- By email: Adam.Dedrick@municipalityofshelburne.ca
- In-person at the Municipality of Shelburne Administration Building located at 414 Woodlawn Drive, Shelburne NS, B0T 1W0

If you require support or accommodation, or have questions, please contact Adam Dedrick 902-875-3544 ext. 225 or email Adam.Dedrick@municipalityofshelburne.ca

STAFF REPORT

TO: Council

FROM: Marcia d'Eon, Director of Operations & Protective Services

APPROVED BY: Erin Hartley, Deputy CAO

DATE: January 25, 2023

SUBJECT: **Region 6 Solid Waste - Resource Management – Budget 2023/24**

ORIGIN

A letter was received from Region 6 Solid Waste – Resource Management requesting approval of the draft 2023/24 operating budget, pursuant to obligations in the Region 6 Inter-Municipal Agreement.

RECOMMENDATION

THAT Council of the Municipality of the District of Shelburne approve the draft 2023/24 Region 6 Solid Waste-Resource Management Budget, as presented at the January 11, 2023 Council Meeting, in the amount of $861 578.00, with Eastern Shelburne County's contribution being $8490.14, which represents 6.99% of the municipal billing contribution.

BACKGROUND

Municipality of Shelburne is one of thirteen municipal stakeholders of the Region 6 Solid Waste-Resource Management Board and has one Councillor appointed to this Board. As a requirement of the Region 6 Inter-Municipal Agreement, Municipality of Shelburne must approve or refuse this budget by March 14th.

DISCUSSION

This budget has been discussed by Region 6 Technical Committee, Region 6 Inter-Municipal Committee and is now being circulated to Councils for final approval.

Christine McClare, Regional Coordinator with Region 6, provided a presentation at the January 11, 2023 Council meeting including budget breakdown, highlighting any areas of discrepancy or importance as well as providing Council with an opportunity for questions related to the budget and services provided by Region 6.

The total 2023/24 budget is estimated at $861578.00. Eastern Shelburne's estimated contribution is $8490.14, representing 6.99% of the municipal billing contribution. The Town of Shelburne and Town of Lockeport Councils are also required to review and approve or refuse this budget.

ATTACHMENTS

- Region 6 Letter
- Draft 2023/24 Region 6 Solid Waste – Resource Management Budget

PO Box 639 / 45 School St , Suite 304
Region 6 Solid Waste-Resource Management
Phone: 902-624-1339
Mahone Bay, NS B0J 2E0
E-mail: Christine.McClare@Region6SWM.ca

Warren MacLeod
Municipality of Shelburne
PO Box 280
136 Hammond St.
Shelburne, NS B0T 1W0

December 9, 2022

RE: Budget Approval 2023-24

Dear Mr. MacLeod,

On Friday, December 2, 2022, the Region 6 Inter-Municipal Committee met regarding the budget for the upcoming fiscal April 1, 2023 – March 31, 2024.

The following motion was passed:

MOTION: to recommend approval of the 2023-24 Region 6 Inter-Municipal Committee Budget in the amount of $121,379.00 to be invoiced to member councils as presented. **M/C**

Pursuant to FINANCES of the Region 6 Inter-Municipal Agreement; items 34 – 39

"34. The proposed Committee budget shall be submitted to the Councils of each of the Parties prior to 4:30 p.m. on December 31st of each year.

35. The Councils of each of the Parties shall approve said budget, or refuse to do so, by 4:30 p.m. on March 14th of the year to which said budget applies.

36. Should the Council of any of the Parties fail to approve or refuse to approve the proposed Committee budget and so notify in writing the Committee by the stated deadline, then the said budget is deemed to have been approved by that Council.

37. The proposed Committee budget shall be binding on all of the Parties if approved by the Councils of 75% or more of the Parties, so long as the Parties whose Councils have approved represent a minimum of 50% of the total population represented by the Parties to this agreement – said figures to be taken from the most recent available Census of Canada statistics.

38. In the event that motions of refusal to approve result in a proposed Committee budget not receiving approval of the necessary majority of Councils, the Committee shall revise the proposed budget taking into account any comments that may have been provided and submit a revised budget to the Councils of the Parties.

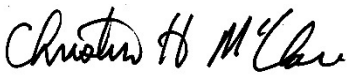
39. Should the Council of any of the Parties fail to approve or refuse to approve a revised proposed Committee budget within 45 days after receipt of same then the said budget is deemed to have been approved by that Council."

Respecting the enclosed budget, please review with your council and respond to Region 6 before 4:30 pm, March 14, 2023 on your approval or refusal.

Should you have any questions on either document please feel free to contact myself at 902-624-1339 or Chair, Wayne Thorburne at 902-543-7771.

If you require my attendance at the council meeting when the budget is up for discussion, feel free to contact me by phone or email.

Regards,



Christine H. McClare BA Psych
Regional Coordinator

encl.
.

PO Box 639 / 45 School St , Suite 304
Mahone Bay, NS B0J 2E0
Region 6 Solid Waste-Resource Management
Phone: 902-624-1339
E-mail: Christine.McClare@Region6SWM.ca

Region 6 Solid Waste Management

INCOME	2022-23 Actuals as of September 30	2022-23 Projection	2022-23 Budget	2023-24 ESTIMATE
Contracts/Service Agreements				
Education Contract	25,451	80,392	80,392	80,392
Coordinator Agreement	21,643	43,286	43,286	43,286
Enforcement Contract	13,353	89,425	89,425	89,425
Sub-total	$ 60,447	$ 213,103	$ 213,103	$ 213,103
Stewardship/Incentives				
Dairy Stewardship	0	75,000	75,000	90,000
Diversion [1]	0	310,000	310,000	350,000
Municipal Approved Programs	0	80,500	80,500	80,500
Interest	1,858	1,858		
Sub-total	$ 1,858	$ 467,358	$ 465,500	$ 520,500
Municipal Contribution				
Municipal Billing [2]	97,631	109,422	109,422	127,975
Sub-total	$97,631	$109,422	$109,422	$127,975
TOTAL	**$ 159,936**	**$ 789,883**	**$ 788,025**	**$ 861,578**

Inter-Municipal Reserves Schedule	Previous Years Expenses	F2022-23 Projection	Approved Expense	Program Amount Remaining
Inter-Municipal program	30,000	7,432	30,000	-

EXPENSES	2022-23 Actuals as of September 30	2022-23 Projection	2022-23 Budget	2023-24 ESTIMATE
OPERATING EXPENSE				
Coordinator Salary	33,225	66,450	77,077	85,329
Coordinator Benefits	7,818	12,856	12,856	11,350
Travel (Coordinator)	580	1,161	4,500	3,500
Training and conference	739	1,478	2,000	2,000
Office Rental & Cleaning [3]	3,833	7,665	10,000	10,000
Cell phones	356	711	1,100	1,000
Internet/Phone/Fax	519	1,037	1,300	1,300
Office supplies and services	1,605	3,209	3,500	3,500
Computer/materials	524	1,048	1,500	1,500
Insurance	2,582	3,572	3,500	3,700
Administration	-	9,390	9,390	9,390
Legal & Auditor [4]	8,760	10,000	10,000	10,000
Sub-total	$ 60,539	$ 118,576	$ 136,723	$ 142,569
EDUCATION				
Education salary	28,535	57,070	59,459	66,305
Educator Benefits	6,314	9,918	9,918	11,279
Travel (education) [5]	7,580	15,160	10,500	14,000
Advertising	1,570	3,139	1,500	1,500
R6RECYCLES	10,347	11,000	11,000	12,000
Program materials	1,196	2,392	4,000	4,000
Sub-total	$ 55,542	$ 98,679	$ 96,377	$ 109,084
PAYMENTS TO UNITS				
Enforcement Contract	-	89,425	89,425	89,425
Dairy Stewardship	-	75,000	75,000	90,000
Diversion [1]	-	310,000	310,000	350,000
Municipal Approved Programs	-	80,500	80,500	80,500
Sub-total	$ -	$ 554,925	$ 554,925	$ 609,925
TOTAL	**$ 116,081**	**$ 772,181**	**$ 788,025**	**$ 861,578**
Revenue/Expenditure	$ 43,855	$ 17,702	$ -	$ -

Notes to **BUDGET:**

1. Diversion Credits - $5 million is available Provincial, up from $4.1 million available last year. It is expected that a new smoothing agreement will take place during this year.

2. Municipal Billing (details below) - this line pays for the operations that are not covered through grant and contracted services. 2023-24 estimate will be decreased by the 2021-22 surplus of $6,596.

Actual to be billed to municipal members will be **$121,379.00**

3. Office Rental and Cleaning have been combined into one line on the budget, this amount includes $9,500 for the office rental and $500 for cleaning.

4. Legal and Audit Fees have been combined into one line for the budget, this amount includes $500 for legal and $9,500 for audit.

5. Current projections include added expenses related to the Summer Intern. 2023-24 will be the first full year back since Covid.

PO Box 639 / 45 School St , Suite 304
Mahone Bay, NS B0J 2E0
Region 6 Solid Waste-Resource Management
Phone: 902-624-1339
E-mail: Christine.McClare@Region6SWM.ca

TABLE 1:	**Municipal billing 2023-24**		
Municipal Area Serviced:	*2021 Population*	*% of Region*	*2023-24*
Shelburne Shared Services	6,456	6.99%	$ 8,490.14
Town of Bridgewater	8,790	9.52%	$ 11,559.53
Town of Mahone Bay	1,064	1.15%	$ 1,399.24
Municipality of Lunenburg	25,545	27.68%	$ 33,593.65
Municipality of Barrington	6,523	7.07%	$ 8,578.25
Town of Clark's Harbour	725	0.79%	$ 953.43
Municipality of Chester	10,804	11.71%	$ 14,208.09
Town of Lunenburg	2,396	2.60%	$ 3,150.93
Region of Queens Municipality	10,486	11.36%	$ 13,789.90
West Hants Regional Municipality	19,509	21.14%	$ 25,655.84
Total	**92,298**	**100.00%**	**$ 121,379.00**

Municipality of Shelburne

STAFF REPORT

TO: Municipal Council

FROM: Marcia d'Eon, Director of Operations & Protective Services

APPROVED BY: Erin Hartley, Deputy CAO

DATE: January 25, 2023

SUBJECT: **Fire Advisory Committee – Budget 2023/24**

ORIGIN

Annual budget discussions with the Fire Advisory Committee (FAC) at the January 10, 2023 FAC meeting.

RECOMMENDATION

That, as recommended by the Fire Advisory Committee, the Council of the Municipality of the District of Shelburne approve the following fire items be included in budget discussions for 2023/24:

- A third-party assessment of fire services.
- General Operating Grants be increased by CPI plus $3000 per department.
- Capital Grants be maintained at $5,000 per department; and
- Dry Hydrant/Fire Access Road budget be maintained at $5,000; and
- WCB and Accident/Sickness Insurance both continue as is.
- Fire training be set at $21000.

DISCUSSION

i. At the FAC meeting the committee made the following motion:

MOTION: FIRE SERVICES ASSESSMENT

Being duly moved and seconded, be it resolved that the Fire Advisory Committee recommends to Council that an independent contractor, preferably local, be hired to assess the fire services of Eastern Shelburne.

Motion Carried

ii. General Operating Grants

Each of the seven municipal volunteer fire departments receive an equal annual operating grant from the Municipality of Shelburne. Each year the Fire Advisory Committee requests CPI be added to their grant to maintain inflation of operating costs. CPI for 2022 has not yet been determined. The Fire Departments have had additional expenses due to COVID- 19 and have seen substantial price increases in gas, supplies, equipment, and insurance. They are requesting consideration of CPI plus $3000 during budget discussions. The Base Grant is currently $34,349 per department. If CPI plus $3000 is approved the base grant would increase accordingly. For example a 5% CPI+$3000 would result in approximately an additional $5000/department.

As per our Fire Department Grants Policy, fire departments are required to submit all necessary documentation before receiving their annual grants, paid quarterly.

At the FAC meeting the committee made the following motion:

MOTION: FIRE DEPARTMENT OPERATING GRANTS INCREASE

Being duly moved and seconded, be it resolved that the Fire Advisory Committee recommend to Council that during 2023/24 budget discussions, an increase of CPI plus $3000.00 for all base municipal fire department operating grants be considered.

- Motion Carried

iii. Capital

Per our Capital Funding for Fire Departments Policy, each of our seven municipal volunteer fire departments receives capital funding of $5,000 annually. This funding can be carried forward yearly to save up for larger purchases. This is the same budgeted amount as in previous years.

MOTION: FIRE DEPARTMENT CAPITAL GRANT

Being duly moved and seconded, be it resolved that the Fire Advisory Committee recommend to Council that during 2023/24 budget discussions, the $5,000 municipal fire department capital grants continue as is.

- Motion Carried

iv. Dry Hydrants

The FAC has requested that $5,000 be included in the annual budget for dry hydrants/fire access roads. A subcommittee was created to investigate and research dry hydrant/fire access road locations. If it is deemed that a dry hydrant/fire access road is unnecessary, or a suitable place cannot be found. In that case, the FAC will use these funds to make repairs/upgrades to existing dry hydrants/fire access roads. This is the same budgeted amount as in previous years. It was agreed last year that any excess funds be saved in a special reserve for future use.

Discussion was held regarding the need to maintain dry hydrants in the area, considering potential population growth.

MOTION: DRY HYDRANTS

Being duly moved and seconded, be it resolved that the Fire Advisory Committee recommend to Council that during 2023/24 budget discussions, the dry hydrants budget continue as is.

- Motion Carried

v. WCB and Accident/Sickness Insurance

For the past four years, the Municipality has provided WCB and Accident/Sickness Insurance coverage for volunteer firefighters. As of October 2020, WCB coverage is mandatory. Based on previous discussions and presentations, the committee and Council deemed that having both coverages benefit the departments.

MOTION: WCB AND ACCIDENT/SICKNESS INSURANCE

Being duly moved and seconded, be it resolved that the Fire Advisory Committee recommend to Council that during 2023/24 budget discussions, the WCB and Accident/Sickness Insurance coverage both continue.

- Motion Carried

vi. Training Funds

Last year (on a one-time request), the Municipality provided up to $14,000 ($2,000) per municipal department to partake in Level One training courses offered at the Town of Shelburne Fire Department.

Discussion was held regarding the future and importance of this training, maintenance, and training costs procedures.

MOTION: TRAINING FUNDS

Being duly moved and seconded, be it resolved that the Fire Advisory Committee recommend to Council that during 2023/24 budget discussions, fire training funds be considered at an amount of $21,000.00, any access funds to be transferred to a reserve at the end of the year.

- Motion Carried

ALTERNATIVES

Fund in other amounts or do not fund.

ATTACHMENTS

Fire Department Grants Policy
Capital Funding for Fire Departments Policy
Operating Funding Chart for Municipal Fire Departments

Policy 15
FIRE DEPARTMENT GRANTS

POLICY PURPOSE

15.1 It shall be the policy of the Municipality of the District of Shelburne to have a standard process for the distribution of operating grants to registered volunteer fire departments servicing the Municipality.

POLICY DETAILS

15.2 Municipal Council shall determine annually the amount of operating funds to be provided to each registered volunteer fire department.

15.3 In order to be eligible to receive an operating grant, each registered volunteer fire department shall provide the following to the Municipality no later than June 30th of each year:

a. Notice to Reader formatted financial report for the preceding year;
b. Confirmation of liability insurance (if not included in the Municipal insurance program); and
c. Confirmation of good standing with the Registry of Joint Stock Companies.

15.4 Grants to registered volunteer fire departments shall include funding for operations, training opportunities, fire prevention education and initiatives, pre-authorized compressor repairs and radio licenses.

15.5 In the case where the registered volunteer fire department participates in the insurance program provided by the Municipality, their portion of the insurance costs will be deducted directly from their grant funding.

15.6 Grant funding will be provided in equal quarterly installments in April, July, October and January of each fiscal year.

15.7 Failure to comply with this Policy may result in the holdback of grant funding until all conditions are met and approved by the Chief Administrator Officer or designate.

REPEAL

15.8 Fire and Emergency Services Policy adopted by Council of the Municipality of the District of Shelburne on the 27th day of October, 2014, is hereby repealed.

THIS IS TO CERTIFY that the Council of the Municipality of the District of Shelburne duly passed the policy respecting Fire Department Grants on the 27th day of March, 2017.

SIGNED this 28th day of March, 2017

WARDEN

CHIEF ADMINISTRATIVE OFFICER

Approved by Council: March 27, 2017

Effective Date: April 1, 2017

Municipality of Shelburne

Policy 16

CAPITAL FUNDING FOR FIRE DEPARTMENTS

POLICY PURPOSE

16.1 It shall be the policy of the Municipality of the District of Shelburne to have a standard process for registered volunteer fire departments to be able to access capital funding assistance through the Municipality.

POLICY DETAILS

16.2 Each registered volunteer fire department in the Municipality shall ensure its year-end reporting is up to date, including submission of Notice to Reader formatted financial report, confirmation of insurance, and proof of good standing with the Registry of Joint Stock Companies.

16.3 Each registered volunteer fire department in the Municipality will be eligible to access capital funding assistance annually as follows:

a. Sable River Volunteer Fire Department	$5,000
b. Little Harbour Volunteer Fire Department	$5,000
c. CGC Volunteer Fire Department	$5,000
d. Ingomar/Roseway Volunteer Fire Department	$5,000
e. Jordan Falls Volunteer Fire Department	$5,000
f. Upper/Middle Ohio Volunteer Fire Department	$5,000
g. Harbour Volunteer Fire Department	$5,000

16.4 Any unused portion of the capital funding assistance by one of the departments noted in 16.3 will be automatically carried forward to the next fiscal year without interest accumulating from year to year.

16.5 Any registered volunteer fire department in the Municipality of the District of Shelburne submitting a request for reimbursement of a capital purchase must include:

a. Invoice
b. Receipt
c. Proof of Payment (cleared cheque or bank statement)

16.6 A capital expenditure is defined as an amount spent to acquire or improve a long term asset such as equipment or buildings. It is an expense where the benefit continues over a long period of time (investment) rather than being exhausted in a short period of time or for a one-time use.

Examples of eligible capital funding expenditures are:

a. Communications equipment
b. Fire station upgrades
c. Personal protection equipment
d. Vehicle/Machinery purchase

REPEAL

16.7 Fire and Emergency Services Policy adopted by Council of the Municipality of the District of Shelburne on the 27th day of October, 2014, is hereby repealed.

THIS IS TO CERTIFY that the Council of the Municipality of the District of Shelburne duly passed the policy respecting Capital Funding for Fire Departments on the 27th day of March, 2017.

Signed this 15th day of May, 2019

WARDEN PENNY SMITH

CHIEF ADMINISTRATIVE OFFICER
TOM MACEWAN

Approved by Council: March 27, 2017

Effective Date: April 1, 2017

Amended Date: April 23, 2019 (S. 16.3 Port Clyde Fire Department removed)

GRANTS - MUNICIPAL FIRE DEPT. 2023-24

Volunteer Fire Dept.	Grant	Compressor	Training	Fire Prev.	Radio Licences	TOTAL
HARBOUR	$39,685	2000	600	200	362	$42,847
SABLE RIVER	$39,685		600	200	444	$40,929
INGOMAR/ROSEWAY	$39,685		600	200	704	$41,189
LITTLE HARBOUR	$39,685		600	200	256	$40,741
JORDAN	$39,685		600	200	444	$40,929
CGC	$39,685		600	200	444	$40,929
OHIO	$39,685	2000	600	200	362	$42,847
					TOTAL	**$290,409**

2023/2024

Estimates showing base grant increased by CPI of 6.8%.

Subject: Code of Conduct Consultation - Sanctions and Investigator
Attachments: Municipal and Village Code of Conduct Consultation Material.pdf

From: Hyslop, Andrea <Andrea.Hyslop@novascotia.ca>
Sent: January 9, 2023 9:31 AM
Cc: mayor.mood@townofyarmouth.ca
Subject: Code of Conduct Consultation - Sanctions and Investigator

CAUTION: This email originated from an external sender.

Sent on behalf of Mayor Mood, Chair of the Code of Conduct Working Group

Good Morning Mayors/Wardens and CAOs,

The Code of Conduct Working Group (COCWG) is pleased to announce a second round of consultations on the code of conduct. This round will focus on sanctions that can be imposed if there is a breach of the code, and options related to the investigator model process. We are sharing this information in advance with Mayors/Wardens and CAOs and trust that this information will be brought forward to the Council table so that all elected voices have an opportunity to share thoughts as we move forward with this very important topic.

In order to ensure a robust discussion during consultation, the COCWG is providing elected officials and senior administrators with the proposed sanctions and options in advance for their review. The attached document provides an overview of what will be discussed during consultations.

To maximize the amount of feedback the COCWG can receive, there are going to be virtual and in-person consultation sessions. Although the virtual sessions are listed by region, the COCWG encourages elected officials and senior administrators to attend as many sessions on whichever dates best fit their schedule.

Please register, using this link, for which consultation session you plan to attend and invitations will be sent to your email address. The details for the consultation, including the virtual links and locations will be shared with the invitations. If you are unable to attend any of the proposed sessions, or should you have any questions about the consultation please email dmah-consultation@novascotia.ca.

NSFM and AMANS will be sending out this information to the entire membership shortly.

We look forward to hearing your feedback on the code of conduct.

Sincerely,

Mayor Mood
Code of Conduct Working Group Chair

Municipal and Village Code of Conduct Consultation Material

Introduction

The Code of Conduct Working Group (COCWG), established jointly between the Nova Scotia Federation of Municipalities (NSFM), the Association of Municipal Administrators of Nova Scotia (AMANS), and the Department of Municipal Affairs and Housing, will be seeking individual feedback from elected officials and senior departmental staff on the recommendations for:

- sanctions that can be imposed if a breach of the code of conduct occurs; and
- options related to the investigator model process

The purpose of this document is to provide elected officials and senior level administrators with the COCWG information in advance of consultation. The intent of providing this information in advance is to allow individuals to come prepared with thoughtful questions regarding the sanctions and investigator options to improve the quality of feedback received during consultation.

Please note, a previous consultation has already taken place on the content to include in a municipal and village code of conduct. A "What We Heard" report was released and distributed in November 2022 that presented the findings for the content to include in a municipal code of conduct.

Consultation Schedule

Date	Time	Suggested Region	Type
Thursday February 2, 2023	Morning	Cape Breton	Virtual
Thursday February 9, 2023	Afternoon	Eastern Strait / Pictou	Virtual
Monday February 13, 2023	Morning	Cumberland, Colchester, Hants Counties	Virtual
Tuesday February 14, 2023	Morning	Valley to Digby	Virtual
Wednesday February 15, 2023	Afternoon	South Shore Region	Virtual
Thursday February 16, 2023	Morning	Villages/ANSV*	Virtual

Date	Time	Location	Type
Monday February 20, 2023	Afternoon	Cape Breton	In-Person
Tuesday February 21, 2023	Morning	Truro Region	In-Person
Wednesday February 22, 2023	Afternoon	Kings Region	In-Person
Thursday February 23, 2023	Morning	Lunenburg Region	In-Person

Register for your preferred consultation session(s)

If there are any questions related to the consultation schedule, or if you are unable to attend any of the sessions, please email dmah-consultation@novascotia.ca.

Sanctions

The COCWG recommends 14 sanctions that can be imposed if a breach of the code occurs. The sanctions are:

1. Member will receive a letter of formal reprimand or warning
2. Member will issue a letter to include an acknowledgement of the breach of the code and an apology within 15 days
3. Require the member to attend mandatory training as directed by council
4. Limiting the member's access to certain local government facilities, equipment and/or property
5. Censure the member publicly
6. Suspending or removing the member as the deputy head of council and/or the chair of a committee, if applicable
7. Suspending or removing the member for longer than 6 months from some or all committees
8. Suspending or removing the member from some or all boards
9. Impose a limit on the member's participation on behalf of the municipality
10. Impose a limit on the member's travel and/or expense reimbursement on behalf of the municipality
11. Impose a fine on the member of up to $1,000 per occurrence, which is to be paid no longer than 6 months from the decision of council and to be collected as a tax in default*
12. Impose an appropriate reduction in compensation to the member for no longer than 6 months based on the circumstances of the outcomes*
13. Make individual liable for direct monetary loss realized by the municipality as a result of the member's action in any amounts determined by the investigator*
14. Make individual liable to repay any direct monetary gain they obtained from their actions in any amounts determined by the investigator*

* Will require a legislative change to the *Municipal Government Act*.

The COCWG recommends that more than one sanction can be imposed at any given time.

When imposing a sanction on a member, the COCWG recommends the following considerations need to be taken into account:

1. The nature of the code contravention
2. The length or persistence of the code contravention
3. If the member knowingly contravened the code of conduct
4. If the member took steps to mitigate or remedy the code of conduct contravention
5. If the member previously contravened the code of conduct
6. The resources the member will need to complete their job
7. Any mitigating or aggravating factors that exist that contributed to the member's contravention

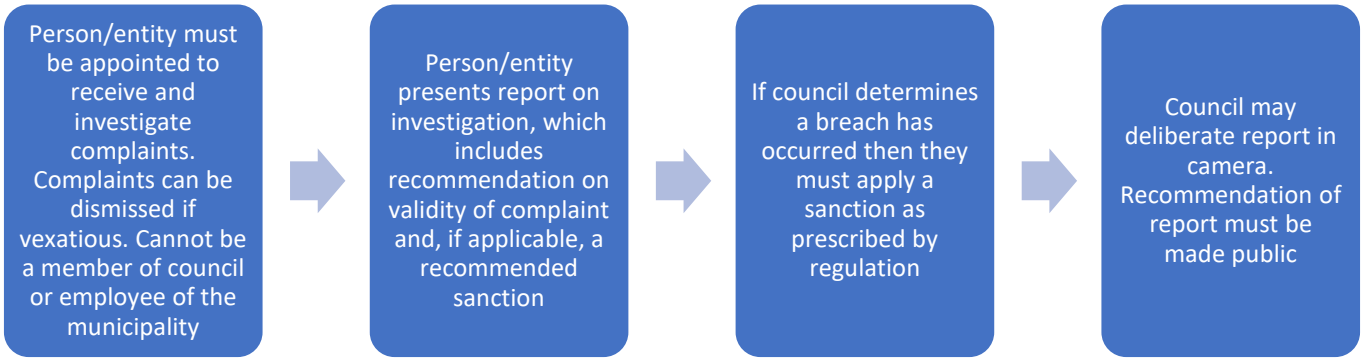
The COCWG also recommends that a statement be included to indicate that members who fail to comply with the findings and/or direction of council, following an investigation, is a breach of the code itself.

For consultation: we will be seeking feedback on the 14 recommended sanctions that can be imposed on a member, as well as the considerations that need to be taken into account before imposing a sanction.

Independent Investigator Process

Current Legislative Framework

It is important to understand the current legal framework in which the code of conduct is operating within. The below flow chart outlines the current legislative framework as laid out by Bill 10 and Bill 50.



The COCWG recognizes there are some limitations with the current framework.

For consultation: we will be seeking feedback on which aspects of the investigators report should be made public.

Options for Investigator Model

The COCWG debated and developed three investigator model options to be considered. The below chart outlines the three different options, along with the funding details and some additional pieces for consideration.

Overview of option	Further details	Funding details	Pieces for consideration
COCWG Recommended Option: Appoint a centralized body to conduct investigations through a Chair	The centralized body would have its own independent office, staff support and be funded by municipalities and villages. This model offers	Estimated to cost upwards of $600,000 annually. Developed a formula with a base amount to be paid based on population,	Some questions still remain around: 1. Who will appoint the chair? 2. Who does the office report to?

	consistency and predictability when it comes to investigations and financial impact. Office could be responsible for developing training	along with a weighted formula that incorporates the units proportion of elected officials and population. **See Appendix A for more details**.	
Municipalities pay for their own investigator	Municipalities and villages would appoint their own investigator to handle intake and investigation of complaints	Municipalities and villages would be responsible for the entire cost. This could be upwards of $10,000 per complaint.	Not all municipalities and villages would be able to financially manage even one (1) complaint. Consideration would need to be given to who the municipality or village could appoint in order to avoid a conflict of interest.
A legal firm becomes the centralized body to investigate complaints	Similar to option one, but an RFP would need to be issued to hire a firm to become the centralized body.	Funding details would be the responsibility of the legal firm to develop. This may result in unfixed costs for municipal units.	An RFP would need to be developed.

For consultation: we will be seeking feedback on the preferred COCWG investigator option, along with the concept of the proposed funding model for it.

Appendix A: Funding details for the centralized body

- It is estimated the total office cost annually would be approximately $584,940
- The working group proposes utilizing a base amount to fund approximately half of the cost based on a band of population, and the remaining to be funded based on a proportion of number of elected officials and population

Base Amounts*:

Minimum Population	Maximum Population	Number of municipalities/villages	Amount	Total generated
0	999	15	$1,000	$15,000
1,000	4,999	25	$3,000	$75,000
5,000	14,999	18	$5,000	$90,000
15,000	89,999	9	$7,000	$63,000
90,000	+	2	$9,000	$18,000

* it is recommended by the working group that once enough data has been collected from units in a 2 or 3 year review, the base amounts are adjusted similar to insurance premiums to support municipalities with good behaviour, and penalize municipalities with poor behaviour.

Non-Base Amounts:

- Uses 20% of elected officials proportion and 80% of population proportion
- Village populations are removed from the rural municipalities in which they are located to prevent double counting
- Population numbers are utilized from StatsCan
- The below table outlines each municipality's approximate cost for the investigator model. Please note, these numbers are subject to change based on finalization of population numbers.

	# Elected Officials	Final Population	Base Amount	Non-base amounts	Total
Cape Breton Regional Municipality	13	93,694	9,000	27,161.88	36,161.88
Halifax Regional Municipality	17	439,819	9,000	121,473.31	130,473.31
West Hants Regional Municipality	12	19,509	7,000	6,928.56	13,928.56
Municipality of the County of Annapolis	11	18,198	7,000	6,436.45	13,436.45
Municipality of the County of Antigonish	10	15,101	7,000	5,460.51	12,460.51
Municipality of the County of Colchester	12	30,277	7,000	9,845.56	16,845.56
Municipality of the County of Cumberland	9	18,750	7,000	6,312.03	13,312.03
Municipality of the County of Inverness	6	13,239	5,000	4,408.21	9,408.21
Municipality of the County of Kings	10	30,077	7,000	9,517.43	16,517.43
Municipality of the County of Pictou	12	20,676	7,000	7,244.70	14,244.70
Municipality of the County of Richmond	5	5,875	5,000	2,276.37	7,276.37
Municipality of the County of Victoria	8	5,932	5,000	2,702.73	7,702.73
Municipality of the District of Argyle	9	7,870	5,000	3,364.70	8,364.70
Municipality of the District of Barrington	5	6,523	5,000	2,451.91	7,451.91
Municipality of the District of Chester	7	9,322	5,000	3,484.09	8,484.09
Municipality of the District of Clare	8	7,678	5,000	3,175.71	8,175.71
Municipality of the District of Digby	5	6,532	5,000	2,454.35	7,454.35
Municipality of the District of East Hants	11	22,892	7,000	7,708.03	14,708.03
Municipality of the District of Guysborough	8	4,585	3,000	2,337.83	5,337.83
Municipality of the District of Lunenburg	11	24,749	7,000	8,211.08	15,211.08
Municipality of the District of Shelburne	7	4,336	3,000	2,133.41	5,133.41
Municipality of the District of St. Mary's	7	2,161	3,000	1,544.21	4,544.21
Municipality of the District of Yarmouth	7	10,067	5,000	3,685.91	8,685.91
Region of Queens Municipality	8	10,422	5,000	3,919.05	8,919.05
Town of Amherst	7	9,404	5,000	3,506.30	8,506.30
Town of Annapolis Royal	5	530	1,000	828.44	1,828.44
Town of Antigonish	7	4,656	3,000	2,220.09	5,220.09
Town of Berwick	7	2,455	3,000	1,623.85	4,623.85
Town of Bridgewater	7	8,790	5,000	3,339.97	8,339.97
Town of Clark's Harbour	7	725	1,000	1,155.21	2,155.21
Town of Digby	5	2,001	3,000	1,226.92	4,226.92
Town of Kentville	7	6,630	5,000	2,754.84	7,754.84
Town of Lockeport	5	476	1,000	813.81	1,813.81
Town of Lunenburg	7	2,396	3,000	1,607.87	4,607.87
Town of Mahone Bay	7	1,064	3,000	1,247.04	4,247.04
Town of Middleton	7	1,873	3,000	1,466.19	4,466.19
Town of Mulgrave	5	627	1,000	854.71	1,854.71
Town of New Glasgow	7	9,471	5,000	3,524.45	8,524.45
Town of Oxford	7	1,170	3,000	1,275.75	4,275.75
Town of Pictou	5	3,107	3,000	1,526.53	4,526.53
Town of Port Hawkesbury	5	3,210	3,000	1,554.44	4,554.44
Town of Shelburne	5	1,644	3,000	1,130.21	4,130.21
Town of Stellarton	5	4,007	3,000	1,770.34	4,770.34
Town of Stewiacke	7	1,557	3,000	1,380.59	4,380.59
Town of Trenton	5	2,407	3,000	1,336.91	4,336.91
Town of Truro	7	12,954	5,000	4,467.98	9,467.98
Town of Westville	5	3,540	3,000	1,643.83	4,643.83
Town of Wolfville	7	5,057	5,000	2,328.72	7,328.72
Town of Yarmouth	7	6,829	5,000	2,808.75	7,808.75
Village of Baddeck	5	818	1,000	906.45	1,906.45
Village of Bible Hill	5	5,076	5,000	2,059.93	7,059.93
Village of Chester	5	1,371	3,000	1,056.26	4,056.26
Village of New Minas	5	4,545	3,000	1,916.08	4,916.08
Village of Port Williams	5	1,792	3,000	1,170.31	4,170.31
Village of Pugwash	5	746	1,000	886.95	1,886.95
Village of Aylseford	5	1,208	3,000	1,012.10	4,012.10
Village of Canning	5	791	1,000	899.14	1,899.14
Village of Cornwallis Square	5	3,675	3,000	1,680.40	4,680.40
Village of Freeport	5	217	1,000	743.65	1,743.65
Village of Greenwood	5	2,364	3,000	1,325.26	4,325.26
Village of Hebbville	5	796	1,000	900.50	1,900.50
Village of Kingston	5	3,466	3,000	1,623.78	4,623.78
Village of Lawrencetown	5	636	1,000	857.15	1,857.15
Village of River Hebert	5	468	1,000	811.64	1,811.64
Village of St. Peters	5	2,634	3,000	1,398.40	4,398.40
Village of Tatamagouche	5	691	1,000	872.05	1,872.05
Village of Tiverton	5	300	1,000	766.13	1,766.13
Village of Westport	5	193	1,000	737.15	1,737.15

NOVA SCOTIA

Environment and Climate Change
Office of the Minister

PO Box 442, Halifax, Nova Scotia, Canada B3J 2P8 • Telephone 902-424-3736 • novascotia.ca

File number: 10700-40-58663

January 10, 2023

Warden Penny Smith
Warden@municipalityofshelburne.ca

Dear Warden Smith:

Thank you for your December 1, 2022, letter, regarding the Water Approval for the Roseway River Hydropower System. I wish to recognize the ongoing efforts of the Municipality to work with Nova Scotia Power (NSP) on behalf of your constituents to understand and contribute to practical opportunities to improve fish passage.

The Department of Environment and Climate Change (ECC) acknowledges the role of hydropower developments in the province, and ECC has been permitting the non-operable condition at the Roseway Dam site since 2013. The approval holder, NSP, remains responsible for environmental performance.

In 2019 DFO confirmed to ECC that the Roseway Dam in its current configuration created a barrier to fish passage. Since that time ECC has required NSP to work towards a fish passage solution. Beginning in 2020, mitigation measures for eel have been installed seasonally and studies reviewing the performance of those measures have been undertaken. The Municipality brought forward important information about site conditions which may have influenced the results of the eel passage studies. As a result of this information and recommendations from ECC and DFO's science teams, NSP will undertake an additional year of study in 2023 to review the efficacy of the eel ropes.

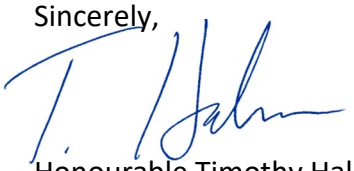
As a condition of their Approval, ECC has included requirements for the installation of temporary mitigations for fish passage: eel ropes (continuing the protocol from 2022), as well as measures for other fish species in the river. Additionally, we have required that NSP provide progress reports demonstrating that they are completing the studies and design work necessary to identify and implement fish passage solutions. NSP has committed that the options include redevelopment to be able to generate power, site stabilization, or decommissioning / re-naturalization (complete removal of the dam).

…/2

I trust that you find the above summary of the requirements placed at the Roseway Dam satisfactory. They align to address the issues and opportunities reflected in your December 1, 2022, letter. ECC appreciates the input and local information that the Municipality has brought forward. This has contributed significantly to understanding site conditions and a path forward for the site.

Thank you again for your advocacy to continuously improve how we protect and support Nova Scotia's water resources.

Sincerely,



Honourable Timothy Halman, MLA
Minister of Environment and Climate Change

c: Nolan Young, MLA, Shelburne

Meeting Date:	Discussion and Action Items
Tuesday, May 17, 2022	**Review of 2022/2023 Insurance Package:** Presentation by Joseph Hines & Darryl Wilson **Update on Council Approved Minutes December 8, 2021 - April 13, 2022:** Presentation by Trudy Payne, CAO **Implementation Report:** Presentation by Trudy Payne, CAO **Year to Date Audit and Internal Control Report to Council:** Presentation by Trudy Payne, CAO
Wednesday, July 6, 2022	**Review of 2021/2022 Audit:** Presentation by Gloria Banks & Kelsey Murphy **Year to Date Audit and Internal Control Report to Council:** Presentation by Michelle Williams, DOF
Tuesday, September 20, 2022	**Discussion of Insurance Application - Oil Tank:** Presentation by Darryl Wilson, Arthur J. Gallager **Insurance Letter:** Presentation by Erin Hartley, Deputy CAO **Update on Insurance Policy:** Presentation by Erin Hartley, Deputy CAO **Sewer Service Analysis:** Presentation by Dan Vincent, Public Works Operator **Update on Council Approved Minutes April 27, 2022 - July 6, 2022:** Presentation by Dale Richardson, Deputy Warden **Implementation Report:** Presentation by Michelle Williams, DOF **Year to Date Audit and Internal Control Report to Council:** Presentation by Michelle Williams, DOF
Tuesday, October 18, 2022	**Review of Management Letter & Municipal Clerk Pension:** Presentation by Kelsey Murphy **Update on Council Approved Minutes July 13, 2022 - August 31, 2022:** Presentation by Warren MacLeod, CAO **Implementation Report:** Presentation by Warren MacLeod, CAO **Year to Date Audit and Internal Control Report to Council:** Presentation by Warren MacLeod, CAO
Tuesday, November 15, 2022	**Elections of Officers - Chair and Vice Chair** Presentation by Erin Hartley, Deputy CAO **Terms of Reference:**

	Presentation by Erin Hartley, Deputy CAO **Discussion on Trails from Recreation Department:** Presentation Adam Dedrick, DOR **Fire Department Financials:** Presentation Erin Hartley, Deputy CAO **Financial Update October 2022:** Presentation Warren MacLeod, CAO **Update from the Chair of the Test Plan per the Management Letter:** Presentation Larry Pelletier, Chair **Update on Council Approved Minutes September 14, 2022 - October 12, 2022:** Presentation Warren MacLeod, CAO **Implementation Report:** Presentation Warren MacLeod, CAO **Year to Date Audit and Internal Control Report to Council:** Presentation Warren MacLeod, CAO
Wednesday, January 18, 2023	**Auditors Plan March 31, 2023:** Presentation by Kelsey Murphy and Gloria Banks, Grant Thornton **Internal Audit Options:** Presentation by Kelsey Murphy and Gloria Banks, Grant Thornton **Budget Process:** Presentation by Warren MacLeod, CAO **Future A&C Meetings, April/July/October/January :** Presentation by Warren MacLeod, CAO **Update on Council Approved Minutes October 26, 2022 - November 23, 2022:** Presentation by Warren MacLeod **Implementation Report:** Presentation by Warren MacLeod **Year to Date Audit and Internal Control Report to Council:** Presentation by Warren MacLeod, CAO