Municipality of Shelburne

Naturally Yours

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

COMMITTEE OF THE WHOLE
Monday, May 13, 2019
5:00 pm
AGENDA

1. **Call to Order:**
2. **Approval of Agenda:**
3. **Approval of Minutes:**
   (a) April 8, 2019
4. **Business Arising:**
5. **Presentations:**
   (a) Osprey Arts Centre – Darcy Rhyno & Mona Foged
   (b) Bird and Branch Consulting Re: Community Art– Sheila Bird
6. **Finance: (*Resolution Prepared)**
   (a) Previous Properties Acquired at Tax Sale Write off*
   (b) Financial Update April 2019
7. **Administration:** (*Resolution Prepared)
   (a) Community Arts Support
   (b) RMRF Account Write Off*
   (c) Fees Policy – Amendment*
   (d) Audit and Internal Control Terms of Reference- Amendment*
   (e) Hospitality Policy – Amendment*
   (f) Council and Staff Expense Policy*
   (g) Letter of Support Re: Marine Terminal Facility
   (h) Conveyance of Property - Quit Claim Deed
   (i) Develop NS Re: RFP Update
   (j) Monthly Building Report – April 2019
8. **Committee Reports/ Recommendations** (*Resolution Prepared)
9. **Council Member Updates:**
10. **In Camera:**
    (a) Contract Negotiations
    (b) Personnel
11. **Adjournment:**

Tom MacEwan, CAO
tom.macewan@municipalityofshelburne.ca www.municipalityofshelburne.ca

Penny Smith, Warden
warden@municipalityofshelburne.ca

Municipality of the District of Shelburne
May 13, 2019, Committee of the Whole Meeting
MOTIONS

6. (a) **PREVIOUS PROPERTIES ACQUIRED AT TAX SALE WRITE OFF**

Be it resolved that the Council of the Municipality of the District of Shelburne write off $1,126.90 using Valuation Allowance #00-28211-000 for Assessment Account Number 01886452 and items listed as "Harry Wheeler."

7. (b) **RMRF ACCOUNT WRITE OFF**

Be it resolved that the Council of the Municipality of the District of Shelburne write off the balance of $51.20 from RMRF Account BUCHL005 using the 2019/2020 corporate services interest and charges account.

7. (c) **FEES POLICY – AMENDMENT**

Be it resolved that the Council of the Municipality of the District of Shelburne approve the attached Fees and Charges Policy as amended.

7. (d) **AUDIT AND INTERNAL CONTROL TERMS OF REFERENCE- AMENDMENT**

Be it resolved that the Council of the Municipality of the District of Shelburne approve the attached Audit and Internal Control Committee Terms of Reference as amended.

7. (e) **HOSPITALITY POLICY – AMENDMENT**

Be it resolved that the Council of the Municipality of the District of Shelburne approve the attached Hospitality Policy as amended.

7. (f) **COUNCIL AND STAFF EXPENSE POLICY**

Be it resolved that the Council of the Municipality of the District of Shelburne approve the attached Council and Staff Expense Policy, including repeal of the Council and Non-Union Travel Policy.

COMMITTEE OF THE WHOLE
FOR THE
MUNICIPALITY OF THE DISTRICT OF SHELBURNE
April 8, 2019

Committee of the Whole Meeting for the Municipality of the District of Shelburne was held on Monday, April 8, 2019, commencing at 5:00 pm in the Council Chambers of the Municipal Administration Building, Shelburne, Nova Scotia.

THOSE IN ATTENDANCE WERE:

Warden Penny Smith
Deputy Warden David Levy
Councillor Roger Taylor
Councillor John Roscoe
Councillor Doris Townsend
Councillor Terry McIntyre
Councillor Norman Wallet
Tom MacEwan, CAO

REGRETS:

Erin Hartley, Director of Corporate Services
Val Kean, Community Development Coordinator
Chana Ross, Executive Assistant

1. **CALL TO ORDER:**

The meeting was called to order at 5:00 pm by Deputy Warden Levy.

2. **APPROVAL OF AGENDA:**

Being duly moved and seconded, be it resolved that the Agenda of April 8, 2019, be approved as amended.

- **MOTION CARRIED**

Due to inclement weather conditions, the public portion of the meeting was cancelled, as reflected below:

5. (a) Lyme Disease – Rob Murray – removed
   (b) Osprey Arts Centre – Darcy Rhyno & Mona Foged - removed
   (c) Department of Transportation and Infrastructure Renewal – Pamela Mehlman-Shand – removed

DRAFT

6. (a) 2019/2020 Grants to Organizations - removed
   (a) Access to Information Policy – Amendment - removed
   (b) Capital Funding for Fire Departments Policy – Amendment – removed
7. (a) Committee Reports - removed
   (a) Council Member Updates – removed
8. (a) Monthly Building Report – March 2019 – removed
   (b) Rural Internet – Update – removed
9. (a) "In Camera" Contract Negotiations – moved to 4.(a)

3. **APPROVAL OF MINUTES:**

Being duly moved and seconded, be it resolved that the Minutes of March 11, 2019 be approved as circulated.

- **MOTION CARRIED**

4. **IN CAMERA:**

(a) Contract Negotiations

MOTION: ENTER "IN CAMERA"

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne enter "In Camera" at 5:07 pm to discuss Contract Negotiations.

- **MOTION CARRIED**

MOTION: EXIT "IN CAMERA"

Being duly moved and seconded, be it resolved that the Council of the Municipality of the District of Shelburne exit "In Camera" at 5:30 pm.

- **MOTION CARRIED**

5. **ADJOURNMENT:**

There being no further business, the meeting was adjourned at 5:31 pm.

Chana Ross
Recording Secretary

_____
Date

_____
David Levy, Deputy Warden

_____
Erin Hartley, Director of Corporate Services

Municipality of the District of Shelburne
May 13, 2019, Committee of the Whole Meeting
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7. (b) **RMRF ACCOUNT WRITE OFF**

Be it resolved that the Council of the Municipality of the District of Shelburne write off the balance of $51.70 from RMRF Account BUCHL005 using the 2019/2020 corporate services interest and charges account.

7. (c) **FEES POLICY – AMENDMENT**

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Be it resolved that the Council of the Municipality of the District of Shelburne approve the attached Council and Staff Expense Policy, including repeal of the Council and Non-Union Travel Policy.

5.(a)

Music Dance Theatre Art
Osprey Arts Centre

107 Water Street, P.O. Box 193, Shelburne, NS • (902) 875-2359 • ospreyartscentre@eastlink.ca

Council
Municipality of Shelburne
Shelburne, Nova Scotia
B0T 1W0

Dear Municipal Councilors;

The board of the Osprey is respectfully requesting that the Municipality of Shelburne contribute annual operating support to this, our community's arts centre. There are many reasons we believe doing so makes sense.

1. The Osprey is the eastern Shelburne County's community centre for the arts.
2. The Osprey's audience is made up primarily of Municipality and Town of Shelburne residents.
3. We have been told by many over the years that the presence of the Osprey was a major factor in their decision to move to or continue living in the Municipality or Town of Shelburne.
4. In this way and many others, the Osprey has proven to be a major component of the infrastructure required to maintain our rich quality of life here in the eastern county.
5. Visitors and tourists are enticed to the community and stay longer because of the Osprey's programming.
6. Summer residents are more engaged in and supportive of the community through the Arts Centre's programming.
7. We provide vitally important services to young people in the community, bringing the arts right into the schools in many cases, as well as offering art camps, performance opportunities and affordable tickets. In fact, the Nova Scotia Legislature passed a resolution recognizing the importance of our children's programming.
8. Shelburne County's performers and artists have a professional, fully equipped venue at their disposal to develop their skills with live performances.
9. The Osprey is a million dollar plus facility that needs to be continuously supported in the face of very limited resources.
10. The Osprey has been very creative and frugal in its efforts to cut expenses to the bare minimum, for example, by installing heat pumps (purchased with a provincial grant) to cut heating costs and by freezing staff pay since 2006 (the General Manager and Artistic Director positions are paid $15 per hour for 20 hours per week with no benefits.)
11. Equally, the Osprey works hard to earn and attract revenue. As is evident in the attached financial document, ticket sales are healthy and federal and provincial operating funding is stable (in fact, both have been frozen for over a decade at $10,000 federal and $16,000 provincial, in spite of repeated requests for increases.) the Osprey works hard at fundraising, attracting donors, renting the facility, earning revenue from bar and other sales, selling memberships, running raffles and auctions, and of course applying for and landing many project grants from provincial arts and other programs.

12. The Osprey recently created the Osprey Endowment Fund with the goal of eventually building it to a large enough size that it will contribute revenue to the operation of the Arts Centre, though that is many years away.
13. The 2018 financial report demonstrates just how precarious the Osprey's position is. The $12,000 deficit for 2018 is largely attributable to very low rental income for the year, revenue that is largely outside the control of board and staff. We had no weddings and a critical Christmas time rental was cancelled. Bar sales that result from such rentals also suffered. Many new and newly renovated spaces in the Town and the Municipality are competing for rentals.
14. The Osprey is a non-profit society with charity status managed by about a dozen volunteers, most of them from the Municipality, and by two part time staff. As such, the organization is eligible for Municipality support and indeed has received it on many occasions through the Municipality's Grants to Organizations program. However, such grants are usually very small (from $500 to $2000 typically) and are for projects rather than for operating costs.
15. If the Osprey is to survive and continue to serve the community, sustained, dependable operating funding is very much needed. Currently, neither the Town of Shelburne nor the Municipality of Shelburne provides that funding to their Arts Centre.
16. The following Arts Centres in Nova Scotia are some that receive operating funding from their municipalities: The Astor Theatre (Liverpool), The YAR'C (Yarmouth), King's Theatre (Annapolis Royal), Strasthbay Place (Inverness), The DeCoste Centre (Pictou),

For these reasons, the Osprey Arts Centre is requesting that Council consider sustained funding of $8000 to be reviewed annually. We applaud your recent efforts to thoughtfully determine how best to serve your arts community. As the literal Centre for the arts, we hope you'll agree that the first priority is the continued operation and financial stability of the Osprey Arts Centre.

Because the Town of Shelburne offers no granting programs, we have established with the Town of Shelburne neither the same kind of on-going funding nor the level of funding other arts centres in the province enjoy. The Town does, however, provide the building that houses the Osprey Arts Centre rent free, a value we estimate at about $20,000 annually. For this reason, we will be requesting that the Town of Shelburne establish an annually reviewed contribution of $3500 to the Osprey.

Even if both municipal units approve the requested funding, this will still only bring the Osprey in line with other comparable arts centres elsewhere in the province.

Thank you very much for considering our proposal for annually reviewed funding. We look forward to hearing from you.

Sincerely,

Mark Riley, Chair,
For the Board and Staff,
Osprey Arts Centre

Osprey Arts Centre
Statements of Revenue and Expenditures
2017-2019

	ACTUAL 12 Months 2017	BUDGET 12 Months 2018	ACTUAL 12 Months 2018	BUDGET 12 Months 2019
Revenue				
Earned income				
Live Event Ticket sales	26,853	27,000	29,755	28,000
Movie Ticket Sales	2,375	2,000	324	800
Cineplex Stage HD	1,906	1,900	382	800
Fees	2,995	2,800	2,600	2,600
Bar Sales	11,828	12,000	10,055	11,000
Concession Sales	703	900	837	850
Gallery Sales	80	500	785	2,000
Memberships	1,700	1,500	1,275	1,300
Rentals	10,019	10,000	2,570	3,000
Other	731	300	677	500
	59,190	58,900	49,260	50,850
Sponsorships	10,300	3,500	825	2,000
Advertising	4,345	4,100	3,740	3,850
Fundraising	2,145	1,500	1,433	2,000
Donations	1,161	1,000	2,520	2,000
	17,951	10,100	8,518	9,850
Government funding				
Province of Nova Scotia				
Operating Grant	16,000	16,000	16,000	16,000
Other Sources	4,050	10,000	10,700	10,000
Employment Grant	4,337	4,400	4,337	4,350
Heat Pump Project	2,374	0	0	0
Federal				
Canadian Heritage - APC	10,000	10,000	10,000	10,000
Other Federal	3,388	3,400	3,275	3,250
Municipality(ies) of Shelburne	2,000	2,500	2,700	4,000
	42,148	46,300	47,012	47,600
Total Revenues	119,289	115,300	104,790	108,300
Expenses				
Salaries & benefits				
General Manager	15600	15600	15600	15600
Artistic Director	15600	15600	15600	15600
Other (Summer Staff, Bookkeeper, etc)	17204	16300	15941	16300
Administrative and overhead costs				
Bank charges	479	450	538	550
Merchant Fees	1,430	1,450	1,442	1,450
Insurance	4,860	4,900	4,941	4,950
Office & postage	717	450	826	800
Telephone	483	500	523	550
Internet	637	640	723	750
Licenses	582	400	1,002	400
Miscellaneous	0	100	1,130	250
Physical plant				
Maintenance	1,366	1,500	1,773	1,500

Oil	2,516	2,500	2,506	2,500
Electric	3,484	3,000	2,123	2,500
Water	266	550	0	500
Security	419	400	568	500
Laundry/Cleaning/Bathroom	369	350	26	250
Core program costs				
Performance fees	22,436	26,000	28,775	24,000
Production costs	2,737	2,700	2,117	2,100
Gallery - Artist Fees	87	300	6,097	1,600
Mosaic Mural Project	9,506	0	24	0
Summer Camp & Other Instructor Fees	2,400	2,400	1,900	1,900
Movie Purchases/Fees	1,240	1,000	1,445	1,000
Cineplex Stage HD	931	830	203	400
Booking Fees (APA)	0	200	0	200
Catering	179	100	39	50
Performer Accom/meals/travel	579	800	1,328	900
SOCAN fees	1,107	1,300	270	1,200
Fundraising	0	90	0	100
Ticket Agent	697	700	590	600
Promotion and advertising				
Advertising and promotion	2,313	2,300	2,207	2,200
Other expense				
Bar Supplies	6,429	6,500	3,689	4,000
Bar Staff	1,358	1,400	345	450
Concession Supplies	234	250	485	400
Memberships	188	190	0	0
Travel/conferences	194	800	1,934	1,200
Capital Expenditures - other	0	2,500	0	1,000
Consulting/software	394	250	40	50
Total Expenses	119,020	115,300	116,749	108,300
Surplus/Deficit	269	0	-11,960	0

5.(b)

Community Arts Engagement

Municipality of the District of Shelburne

January – February 2019

Community Engagement

Session and Survey

Report & Recommendations

Prepared by:

BIRD&BRANCH
consulting

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Executive Summary

In December 2018 Bird and Branch Consulting were hired to design and facilitate one community engagement and consultation session and provide further community engagement services to the Municipality of the District of Shelburne (MDS) in support of the Community Arts Fund and policy. An Initial meeting with the working group of staff took place, and a follow-up research, context setting and initial design review meeting happened with council members and staff. This second meeting was well attended by council members and was an excellent way to fully discuss the intentions of council around community arts, as well as ensure the design of the session would meet council's needs.

Before the session, a survey was available to the public from January 4-January 29 in an online format and in paper format. A variety of questions were asked including questions on the current situation and future visions around arts. A total of 17 surveys were completed, with 14 of 17 respondents leaving their name and contact information for future follow-up and engagement. The survey results were analyzed and included in the presentation to the session attendees.

The Community Facilitated Engagement Session took place on January 23 at the Black Loyalist Heritage Centre. Over 25 people attended the 2-hour session and offered ideas and had engaging discussions around community art in the Municipality of Shelburne. This included examining the current situation of arts in Shelburne, visioning and ideas for the future and practical considerations. A short presentation was given which included great ideas from near and far on community arts.

All of the notes from the session and the survey results were analyzed and the detailed report was developed. A series of themes emerged from the data, which serve to set up the recommendations. These themes for action and recommendation are: Youth, Collaboration, Build on What We Have, Funding, Policy, Infrastructure and Support Staff. A series of long-term, overarching recommendations highlight each theme and are also supported with specific ideas and areas for partnership. Further, a short list of specific recommendations, or "quick fixes" has also been included. To highlight a few of the key recommendations that the community voiced loud and clear is the hope for a municipal-supported arts policy and fund is apparent and that the policy should be created with the art community as a key partner. Further, it was emphasized that the municipality could partner with other municipalities to share a staff person who was dedicated to arts administration and coordination. Many also discussed the need for municipal supported physical infrastructure. Finally, a key recommendation to the MDS working group and council is to ensure that the arts community is engaged throughout, and that anything that is done needs to build on what we have currently; that Shelburne has a lot happening for the arts, and that what is here needs support and recognition.

Community Arts can truly help to transform a community economically, culturally, and spiritually. When supported by all areas of government and the community members themselves it has the potential to make our community happier, healthier, resilient and even more attractive! We commend the Municipality of Shelburne for engaging the community around arts and are excited to see the benefits and results!

Community Facilitated Engagement Session

January 23 1-3pm Black Loyalist Heritage Centre

- Context setting, introductions & check in
- Current situation – small group discussions
- Survey results presentation
- Great ideas from near and far presentation
- Dream Wall, ideas and vision for the future
- Practical considerations, questions and next steps
- Check-out

Context setting & introductions

Community members were invited on behalf of the Municipality of Shelburne to participate in a 2-hour facilitated session to engage in discussions around the arts in our communities (see Appendix A for promotion message that went out to the community).
Penny Smith, Warden of the Municipality of the district of Shelburne opened the session welcoming participants and introducing council's commitment to community arts. Bird & Branch consulting then led the session and provided an overview of the agenda.
A variety of community members and stakeholders attending including representatives and individuals from Osprey Arts Centre, Studio 138, Shelburne Chamber of Commerce, Community members, Artists (public art, visual, playwriting, music, quilting), Municipality of District of Shelburne Staff and Council, and Western Co Regional Library (see Appendix D for completed list of attendees and contact information).

CHECK-IN

Why does arts matter to our communities? What impacts do the arts have on our community? What are you most passionate about in terms of arts in our community?

- A strong community, needing support
- Make Arts a vibrant part of the economy
- Understand that support is needed
- Bringing people together
- Creative outlets
- Expand what we have, show our artists, actors, plays... far and away
- More things to be involved in and attract people here. Arts impacts us. To be involved
- Our talent here is mind boggling
- Working on art here
- How art impacts our communities
- Support the arts community
- Integrate the different agencies – more organized, a lot more power together. Raise more funds
- Work together to create more – collaboration
- Know the opportunities
- Establish relationship between municipalities and the arts
- Hidden here, dedicated building for artists!
- Opportunity for public art – bring people here
- Supporting individual artists
- Have an identity or theme – tells a story of our history

CURRENT SITUATION – SMALL GROUP DISCUSSIONS

What is happening currently in the community around arts?
People and groups:

- Performing groups and artists (Basement Theatre, Locke's Island Players)
- Groups and clubs (Re-enactment group, Shelburne County Writers, Book clubs, quilting, hooking, etc)

Physical infrastructure and businesses:

- Osprey Arts Centre
- Maritime Music
- Studio 138
- Harbourtone
- Public art

Education:

- Classes and workshops
- Mentorship programs
- Community use at SRHS

Festivals and events:

- Harmony Bazaar
- Songs at Sea Level
- Whirligig Festival
- Art Day
- Concert Series

What are the relationships and partnerships that exist currently?

- Arts council and osprey
- Arts Council and Harmony Bazaar
- Needs to exist: The whole County
- Competition – how to apply for grants
- More potential for connection and support
- Chamber of Commerce support by developing connections
- Artist and artist
- Government and artist
- Consumer and artist
- Shelburne County Museum with Town and Historical Society. Tottie's craft store (what's missing is another shop other than Tottie's and farmer's market)
- Library with individuals and with arts council (displays art)

What are some of the strengths of arts in our communities?

- Passion from art community and individual artists
- Diversity
- Talent (hidden)
- Fiber arts booming
- Arts Council
- Osprey – theatre, dance

SURVEY RESULTS PRESENTATION

PLEASE SEE APPENDIX C FOR PRESENTATION

GREAT IDEAS FROM NEAR AND FAR PRESENTATION

PLEASE SEE APPENDIX C FOR PRESENTATION

DREAM WALL, IDEAS AND VISION FOR THE FUTURE

The session attendees were asked to creatively imagine: It's the year 2022 and the municipality of Shelburne has just received a provincial arts award for promoting community arts and to answer the following questions:

- *What's happening? What does community arts look like in the municipality of Shelburne?*
- *What are some great, creative ideas to bring community arts to the next level in the municipality of Shelburne?*
- *Who is benefiting? (or How are community members and the community as whole benefiting?)*
- *What was needed to make this happen?*
- *Who is involved in making it happen?*

THE SUMMARY AND THEMING OF THE DREAM WALL

Physical infrastructure & places for art:

- Arts Incubator
- One common building for aritsts, for artwork
- Arts Academy
- Art gallery in the new municipal building and gift shop
- Connection with hospital or health centre to have an art space there
- Beautify parks and public areas
- Install a sculpture in front of the new Shelburne Collaborative Health Center (could be a rotating sculpture).

Youth:

- Cross Generational efforts; young artists teaching new skills to older folks and older artists teaching kids historical skills
- Professional artists doing classes in the school system, or after school programs
- Bring elementary school students to the Osprety for live theatres and dance performances

Support and recognition for artists:

- Book Awards for local writers
- Poet Laureate
- Artist-in-residence program
- Book award
- Municipal art bank and people rent art

Workshops, Events and festivals:

- Battle of the Bands
- The Art of Addressing the Climate Crisis; reducing, reusing, recycling
- Drum Circles
- Sand Sculptures
- Kite Making
- The Art of Preserving Food
- The Art of saving seeds and growing our own food
- Dovetail events with other large events in the area
- "Word on the Wharf" storytelling festival with story walks
- Chainsaw sculpture as a component of log rolling
- Indoor axe throwing
- Festival of Lights
- Short Film Festival
- Quilt festival, workshops, lectures, fabric design, trunk shows
- From Sheep to Shawl wool dyeing and fibre arts Festival
- Geocache style art trails
- Festival of Sea Shanty Performances
- Themed Live Theatre Festivals
- Paint Shelburne Day
- Events pre and post Founders Days
- Beach Glass Art exhibits
- Plays written about Birchtown History
- BBQs and cook-offs
- Art out of Fishing "garbage"
- Winter Workshops (mild Winter – we need to celebrate this)
- Paint Shelburne Waterfront day
- Costuming our animals walk a thon

PRACTICAL CONSIDERATIONS, QUESTIONS AND NEXT STEPS

What are some opportunities for collaboration amongst groups, municipalities, individuals to support the arts?
If funding is allocated to the arts what is the best way for distribution? Funding application processes? Who should administer it? How should it be administered?

- Pot of Money needs clear guidelines
- Help artists write grant applications
- Some $ for individuals and some $ for organizations/collective
- A clear arts policy and ask artists to help create it
- Any time you ask an artist to do a demonstration pay them (put $ aside for this)
- Liaison person between arts council/community and municipality

- One number, one person, one contact around the arts for the whole county. Hire someone to become knowledgeable. An Arts administrator for the whole county, with an advisory board.

CHECK-OUT

What excites you about the arts in our communities?

- Could this conversation around the arts happen elsewhere?
- Town of Lockeport needs to be involved
- A town this size to find talent (music of such high quality happening
- Shelburne has so much to offer!
- Sue and Therese examples of arts people who have come here
- Meeting new people
- Need to partner with our businesses (restaurants, experiential events, tourism)
- Meld Tourism and arts
- Program in the works to integrate arts into the hospital gallery – art therapy space
- Need: space, collaborative, physical space

Community Arts Engagement Drop-in Session

Bird & Branch were on-hand from 3-5pm at the BLHC in an attempt to engage any community member who couldn't attend the full session; one staff and two community members stopped by and offered their thoughts, which have been added above.

Community Arts Engagement Survey Results

A survey was available to the public from January 4-January 29th in an online format and in paper format (at the Municipal office). A variety of questions were asked; for a complete list of survey questions please see Appendix B. A total of 17 surveys were completed, with 14 of 17 respondents leaving their name and contact information for future follow-up and engagement; see Appendix D for the list. Below is the summary of responses, analyzed by question area.

How are you currently involved with the ARTS in our communities?

- As volunteers, as artists, as attendees, as staff

What is happening currently in our communities around the arts?

- Workshops, camps, classes
- Clubs and groups
- Arts organizations: Shelburne County Arts Council, Osprey Arts Center, Basement Theatre & Locke's Island Players
- Festivals and events
- Endowment funds

How does the arts help to contribute to a growing, thriving community?

- Artists want to move here because there are other artists!
- People want to visit and even move here because there's a vibrant art scene!
- The arts foster innovation and creativity to a community!
- Arts are the SOUL of the community!
- Arts are social and help build a sense of community; brings people together
- Inclusivity
- Provides entertainment
- Adds ENERGY to the community!
- Builds relationships and brings people together

What are some ways in which the staff and council at the Municipality can do to help support the arts?

- Collaborate! Work together!
- Support "things" that are happening already
- Funding
- Co-hosting events
- Attending events, programs, performances, etc.

What are some of your great ideas around supporting the arts in our communities?

- More events and activities
- Public art and sculptures
- Artists-in-residence programs
- Arts and culture plan
- Research and learn from others
- Artists in schools and daycares
- Community hall events and music
- Artists retreat
- An Artist space and gallery (co-op)
- Public Art walk
- Arts Festival and workshops
- Youth coffee house
- Arts grants
- Arts in the afternoon

What art services, activities, and initiatives do you think could benefit our communities?

- A Shelburne County Storytelling festival!
- An Art Bank that purchases local art and loans it to local businesses
- Nature and art
- Flag and banner making workshops
- South Shore Arts Festival
- A Yarn bomb in the area
- Paint the Waterfront contest

Summary & Recommendations

Shelburne its self is a work of art, so let's build on that!

When all of the data from both the survey and the session was analyzed five key theme areas emerged. The themes are briefly summarized below, with additional ideas and key areas for partnerships listed specifically in the table at the end of this section. These broad themes are not specifically recommendations, however can be considered strategic pillars that can help with planning and direction for moving forward with community arts.

ARTS for YOUTH! Arts for youth are very important; through workshops, after school programs with artists being paid to offer program.

Potential area of opportunity for the Municipality of Shelburne: An arts-based after-school program for youth.

"Cross Generational efforts; young artists teaching new skills to older folks and older artists teaching kids historical skills."

COLLABORATION! Collaboration within the entire county and the South Shore Region in particular are essential to economize the cost of doing business and optimize the impact/anticipated results. Collaboration with the tourism industry and the business community is also important. Working with other municipalities around community art is a key recommendation.

Potential area of opportunity for the Municipality of Shelburne: Collaborate with other municipal units by being involved in their arts initiatives (i.e.: partner with the Town of Shelburne on the Annual Arts Day).

"We have to stop thinking in silos we need to work with other communities and collaborate."

BUILD ON WHAT WE HAVE ALREADY & LOOK TO OTHERS. Shelburne has a vibrant Arts community already. We just need to build on it. CO-HOST with groups and associations. Look at what other rural areas are doing already (many ideas included in the presentation and a list and links are included in Appendix C).

Potential area of opportunity for the Municipality of Shelburne: Support the existing arts organizations, programs and initiatives that are taking place already. Also find creative ways to support the organizations in different ways that can also serve to be mutually beneficial for the

Municipality and the organization (i.e.: Purchasing ad space in the Osprey Arts Centre season program booklet which provides a marketing opportunity to a large audience).

"Build on what we, and others have! Look to other areas and other communities; we don't need to reinvent the wheel."

FUNDING, POLICY, INFRASTRUCTURE & SUPPORT STAFF are KEY! Specific to funding ensure criteria are clear. An arts policy is necessary. Staff support, ideally as a shared position with other municipalities (an arts administrator or coordinator for the whole county). Further, the arts community feel strongly that ONE arts organization or association is needed that could be supported by all municipalities.

Potential area of opportunity for the Municipality of Shelburne: Revisit the art fund initiative to ensure clarity, theme area, direction and criteria.

"In a perfect world there would be one staff person shared by all Shelburne County municipal units that would be focused on everything arts-related."

SPECIFIC RECOMMENDATIONS:

- Continue to compensate any artists that are sharing their time for demonstrations, events, and initiatives.
- Follow-up with the various groups, other municipal units and individuals who have been engaged by providing the session report, encouraging further engagement and communication.
- Involve and engage the arts community in collaboration in any new arts initiative. Also look for ways to involve art and the art community in community initiatives.
- When planning for funding, some funds should be allocated for individuals and some funds for organizations/collective and a theme should be established.
- If there is going to be a grant application, ensure support is in place to help people fill out the applications and ensure there are very clear guidelines.

Below are some potential areas of action, not specific recommendations; just great ideas that should be shared with all municipal units, organizations and individuals engaged. It's important to note that not one single entity should be "doing" arts alone; the initiative or action will likely benefit the community greater when many municipal units and organizations work together. Arts is not one entity's responsibility, rather should be a shared effort and incorporated into planning and community-based action.

THEME AREA	POTENTIAL PARTNERSHIPS	IDEAS
Youth	Our House Schools, teachers	Youth coffee house Youth camps After school youth programs Artists in schools
Collaboration	Other municipalities Tourism industry Shelburne Chamber of Commerce and local businesses Shelburne County Arts Centre	Shared staff support as an arts administrator for the entire County. Presentation and partnership ideas with SCoC and link with tourism.
Physical infrastructure	Other municipalities Artist community Provincial and federal government grants	Artists in residence programs An art space, co-op and gallery An art gallery/space in the new Municipal building
Build on what we have	Shelburne County Arts Council Other groups, community members, municipalities, Osprey Arts Centre	More music, dances, events at community halls (support our community halls) Support what we have (Osprey, etc)
New and exciting ideas	Other municipalities Arts groups and associations	Paint the Waterfront festival South Shore Arts Festival See full list above.
Staff support, policy, funding	Provincial and federal governments	Staff person is needed; could be a shared position with other Shelburne Co. municipalities that is a liaison between arts community and municipalities. Funding guidelines need to be clear. An arts policy is needed.

APPENDIX

APPENDIX A – Promotion/communication to public

APPENDIX B - Community Survey

APPENDIX C – Session presentation

APPENDIX D –Completed sign-in sheet from Community Session & Contact information from Survey respondents

APPENDIX A – Promotion/communication to public

ARTS - Theatre, Visual arts, photography, writing, painting, music...ARTS are important to our community! Do you love going to see live music? Want to see fun public art all around our beautiful communities? Want to see more art opportunities for our community members?

We want to hear from you; your ideas and your ways in which we (the Municipality of the District of Shelburne) can support the ARTS in our communities!

3 ways to tell us what you think and join the conversation around arts in our communities....

- A 2-hour facilitated session - Wednesday, January 23rd from 1-3pm at the Black Loyalist Heritage Centre. Bring your ideas and prepare to engage in great conversations with others in the community!
- A drop-in (anytime you can for as long as you can) session - Wednesday, January 23rd from 3-5pm at BLHC
- Online! Survey found online in the New Year. Or paper copies will be available at the MDS main office.

APPENDIX B - Community Survey

Municipality of the District of Shelburne
Community ARTS Survey
January-Feb 2019

Title: What's your vision for the ARTS in the municipality of Shelburne?

The Municipality of the district of Shelburne wants to hear your ideas about ARTS in our communities! Think broadly...theatre, visual arts, writing, painting, music, etc, etc...
Arts are important to the vitality of our community!

Your ideas will help council and the staff at MDS to support the arts in the future.

Thanks for taking part in the survey!

Q1: How are you currently involved with the ARTS in our communities?

Q2: What is happening currently in our communities around the arts?

Q3: How does the ARTS help to contribute to a growing, thriving community?

Q4: What are some ways in which the staff and council at the Municipality can do to help support the arts?

Q5: What are some of your great ideas around supporting the arts in our communities?

Q6: What art services, activities, and initiatives do you think could benefit our communities?

Q7: Any questions or other ideas or comments to share?

Want to know more, or get the session and survey report? Leave us your name and email here:
NAME:
EMAIL:

APPENDIX C – Session presentation

ARTS!
Municipality of the District of Shelburne
Community Arts Engagement

Community Engagement Session
January 23, 2019

- *What is happening currently in the community around arts?*
- *What are the relationships and partnerships that exist currently?*
- *What are some of the strengths of arts in our communities?*

Survey Results

XX # respondents open since January 4th
From all areas of our communities
Writers, musicians, actors, board members, storytellers, stakeholders and organization representatives, community members, arts council members, event organizer

What is happening currently?
Arts groups meeting
Arts events
Art exhibits
Shelburne County Arts Council
Osprey Arts Centre
Basement Theatre & Locke's Island Players
Endowment funds
Dances at halls
Live music at restaurants
Art workshops, camps and classes
And more!

Survey Results

How do the arts help to contribute to a growing, thriving community?
- Artists want to move here because there are other artists!
- People want to visit and even move here because there's a vibrant art scene!
- The arts fosters innovation and creativity to a community!
- Arts are the SOUL of the community!
- Arts are social and help build a sense of community; brings people together
- Inclusivity
- Provides entertainment
- Adds ENERGY to the community!
- Builds relationships and brings people together

What are some ways in which the staff and council at the Municipality can do to help support the arts?
- Collaborate! Work together!
- Support "things" that are happening already
- Funding
- Co-hosting events
- Attending events, programs, performances, etc.

Survey Results

What are some of your great ideas?
- More events and activities
- Public art and sculptures
- Artists-in-residence programs
- Arts and culture plan
- Research and learn from others
- Artists in schools and daycares
- Community hall events and music
- Artists retreat
- An Artist space and gallery (co-op)
- Public Art walk
- Arts Festival and workshops
- Youth coffee house
- Arts grants
- Arts in the afternoon

Other specific fun ideas!
A Shelburne County Storytelling festival!
An Art Bank that purchases local art and loans it to local businesses
Nature and art
Flag and banner making workshops
South Shore Arts Festival
A Yarn bomb in the area
Paint the Waterfront contest

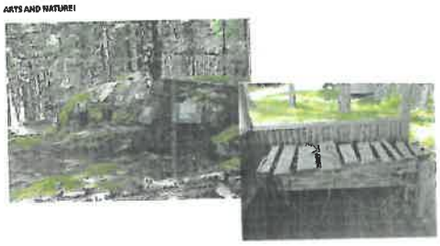
Some great ideas from near and far!

Municipality of Barrington Lobster Sculptures!

Peggy's Cove Festival of the Arts!

WELCOME TO PEGGY'S COVE AREA FESTIVAL OF THE ARTS

ARTS AND NATURE!



ARTS OUTSIDE AT NIGHT!

PUBLIC ART!

GREEN SPACES, GARDENS and BENCHES!

LIVE MUSIC AND OUTDOOR THEATRE!

ART THAT CELEBRATES OUR NATURAL ENVIRONMENT!

Dream Wall & Visioning!

It's the year 2022 and the Municipality of Shelburne has just received a provincial arts award for promoting community arts:

- What's happening? What does community arts look like in the municipality of Shelburne?
- What are some great, creative ideas to bring community arts to the next level in the municipality of Shelburne?
- Who is benefiting? (or How are community members and the community as whole benefiting?)
- What was needed to make this happen?
- Who is involved in making it happen?

Thank you!

Please take a minute to fill out the survey

Bird & Branch Consulting
Helene Branch & Sheila Bird
www.birdandbranch.ca

BIRD&BRANCH

IDEAS FROM NEAR AND FAR
Municipality of Barrington Lobster Sculptures
Peggy's Cove Festival of Arts
Bridgewater's Afterglow
Annapolis Royal's Paint The Town
Art on LIghtposts in Lunenburg
Vinalhaven Storybook Trail

APPENDIX D – Completed sign-in sheet from Community Session & Contact information from survey respondents

Sign-in sheet from Community Session

NAME	EMAIL ADDRESS	ORGANIZATION/COMMUNITY
Murray Hagen	138create@gmail.com	Osprey board and Studio 138
Pat Melanson	patpiper@hotmail.com	Shelburne Chamber of Commerce
Mary Anne Joudrey	Maryanne.drey@hotmail.com	
Richard Snow	richardsnowca@yahoo.ca	Osprey board and musician
Jane Muir	janecmuir@gmail.com	
Willa Magee	wmagee@gmail.com	
Janet Moore	Jamo21@hotmail.com	Artist
Judy Seale	Scale.wall@gmail.com	
Barb Turney	Barb_l_turney@hotmail.com	
Mike Turney	svnelleke@gmail.com	
Lio Lo	liolo@eastlink.ca	
Susan Hoover	susanhoover@ns.sympatico.ca	SCAC and Osprey
Therese Cruz	trsifcruz@hotmail.com	SCAC

Survey respondents contact information for future engagement

NAME	EMAIL ADDRESS
Cindy Embree	scembree@auracom.com
Susan Hoover (repeat)	susanhoover@ns.sympatico.ca
Marilyn Kellough	kellough.art@ns.sympatico.ca
Eileen Sanderson	ahocei@hotmail.com
Julie Stewart	sailonstewart@gmail.com
David Chute	mail@thecoopersinn.com
Darcy Rhyno	darcyrhyno@eastlink.ca
Lana Shupe	llshupe@shaw.ca
Richard Snow	richardsnowca@yahoo.ca
Murry Hagen (repeat)	138create@gmail.com
Celia Melanson	celia.melanson@gmail.com
Alison Stanton	alisonstanton@yahoo.com
Rita Crosbie	canuckcrossers7@gmail.com
Amy Woolvett	ed.scyhsa@gmail.com

6.(a)

Municipality of Shelburne

STAFF REPORT

To:	Council
From:	Michelle Williams, Director of Finance
Approved by:	Tom MacEwan, Chief Administrative Officer
Date:	May 13, 2019
Subject:	Previous Properties Acquired at Tax Sale Write off

ORIGIN

On the March 31, 2002 Financial Statements onward, there has been a "Vested Properties" entry on the Balance Sheet of $4,152, which represented properties that were acquired at Tax Sale; this figure needs to be updated. Financial statements from earlier show an amount under Vested Properties for a different value but no supporting documentation.

BACKGROUND

Over two years ago, as one of the outstanding projects in the Finance Department, we compiled a list of 47 properties that were assumed to be owned by the Municipality of Shelburne in order to reconcile it to the Tangible Capital Assets on Townsuite. There were never any documents that linked the dollar amount of assets back to the specifics of each property ie Assessment Numbers, PID, purchase amount, etc., it was just one lump sum amount. The Municipality has explored different options to try to obtain further information to resolve the issues.

DETAILS

In 2017/18, Brian Dunn was hired to compile a file for each of the properties and research any legal documentation in hopes that this would clarify what the status was on each property. Further, our Tax Clerk has worked with PVSC and Land Registry to try and clear up any issues. In months to follow, Council will see various staff reports on this topic be brought forward to resolve specified issues, the first issue is contained in this staff report.

There are two properties listed under Vested Properties that the Municipality no longer owns based on information reviewed and confirmed by the CAO and should be removed.

1. Assessment Account Number 01886452 located at 125 East Green Harbour Road is owned by Colton Wills as per Deed. In 1999, the property was in the name of Ashley T. Scott and was sold at tax sale to the Municipality of Shelburne (Notice of Tax Sale Doc. 953/ in 2000 Deed Doc. 880). In 2004, this property was then Deeded from the Municipality of the District of Shelburne to Robert Matthew Love & Dale Elaine Benziger (Doc. 75515966). In 2015, this property was then Deeded from Dale Elaine Benziger to the current owner Colton Carl Michael Wills (Doc. 107603798). The value listed is **$1,104.46**

2. Unknown Property - The Certificate of Purchase (Doc. # 50) dated April 7th, 1964 shows the previous assessed name of "Harry Wheeler" but does not have a PID or Assessment Account Number attached to the document. This property is said to be in Birchtown, in the County of Shelburne and the document states that it sold at Tax Sale and was bought by the Municipality for the sum of $40.26. On Property Online we were unable to locate the property, and therefore there is no mapping and we cannot be sure of the property location. Without this information there is no way to tell if we still own the property or if it even exists. The value listed is **$22.44.**

APPLICABLE LEGISLATION
N/A

BUDGET IMPLICAITON

Valuation Allowance (00-28211-000) Budget 2019/2020 amount is $5,000

RECOMMENDATION

That Council of the Municipality of the District of Shelburne write off $1,126.90 using Valuation Allowance #00-28211-000 for Assessment Account Number 01886452 and items listed as "Harry Wheeler".

COMMUNICATIONS
N/A

ALTERNATIVES
N/A

ATTACHMENTS
- List of Properties acquired a Tax Sale with a value of $4,151.76 that was produced in 2002
- Legal Documents for the two properties in the staff report

Municipality of the District of Shelburne
Properties Acquired at Tax Sale
MARCH 31 2017

Account# 0035200000

Properties Vested prior to March 31, 1994

	Wheeler, Harry – DOC #8	22.44	April 7, 1964. Grantors List–Approx 1050

Properties purchased at March 21/97 tax sale

11736256	Goodick, Debra – Already on Spreadsheet	321.10	Still owned by MDS ✓ PID 80096621

Properties purchased at May 29/99 tax sale

11078755	Dalrymple, robert – Already on Spreadsheet	331.26	– Still owned by MDS – 809883 ✓
11886452	Scott, Ashley – DOC # 9A to H 80120546	1,104.46	– owned By Carl. M.W. Colton ✓

Property by deed from Sally Lloyd – Already on Spreadsheet

05182409	Branchaud, Dorothy PID - 80124415	2,372.50	– Still owned by MDS. ✓

4,151.76

COPY

Municipality of the District of Shelburne

PROPERTY DATA SHEET

Date: MARCH 27 2018

Property Identification Number(s): 80120546

Assessment Account Number(s): 01886452

Assessment Category: RESIDENTIAL EXEMPT Assessment Value: $15,800 (2018)

Assessment Category: _____ Assessment Value: _____

Civic Address(es) or Location: 125 EAST GREEN HARBOUR ROAD

EAST GREEN HARBOUR

Property Size: 100' x 100' x 100' x 100' - 10,000 sq ft ±

Land Registration? Yes ✓ No ___

Name of Property Owner(s): COLTON CARL MICHAEL WILLS

Survey Plan #: 820 Attached: Yes ✓ No ___ (ADJOINER PROPERTY)

Survey Plan #: _____ Attached: Yes ___ No ___

Deed #: 10760379B Book: _____ Page: _____ Attached: Yes ___ No ___

Deed #: _____ Book: _____ Page: _____ Attached: Yes ___ No ___

Judgements: Yes ___ No ✓ Attached: Yes ___ No ___ Document # _____

Judgements: Yes ___ No ✓ Attached: Yes ___ No ___ Document # _____

Liens: Yes ___ No ✓ Attached: Yes ___ No ___ Document # _____

Liens: Yes ___ No ✓ Attached: Yes ___ No ___ Document # _____

Easements: Yes ___ No ✓ Attached: Yes ___ No ___ Document # _____

Easements: Yes ___ No ✓ Attached: Yes ___ No ___ Document # _____

Subdivision Plan: Yes ___ No ✓ Plan #: _____ Attached: Yes ___ No ___ Date: _____

Subdivision Plan: Yes ___ No ✓ Plan #: _____ Attached: Yes ___ No ___ Date: _____

Development / Building Permit(s): Yes ___ No ___ Attached: Yes ___ No ___ Date: _____

Photographs: Attached: Yes ___ No ✓

Other relevant property details: PROPERTY NOW OWNED BY COLTON WILLS

All Related PIDs History Summary for PID 80120546

PID 80120546 - Query PID

Inst Type	Inst No	Year	Type	Book/Page	Registration System	Registration Date
Document	107560253	2015	SECT 43 - NOTICE OF REGISTRATION	Book 350 Page 7	REGISTRY OF DEEDS	Aug 06, 2015
Document	75515966	2004	DEED	Book 326 Page 359	REGISTRY OF DEEDS	May 18, 2004
Document	880	2000	DEED	Book 266 Page 194	REGISTRY OF DEEDS	May 30, 2000
Document	953	1999	NOTICE OF TAX SALE	Book 255 Page 656	REGISTRY OF DEEDS	May 25, 1999
Document	802	1996	REDEMPTION OF TAX SALE	Book 225 Page 522	REGISTRY OF DEEDS	Apr 01, 1996
Document	144	1996	DEED	Book 223 Page 347	REGISTRY OF DEEDS	Jan 01, 1996
Document	606	1995	NOTICE OF TAX SALE	Book 217 Page 468	REGISTRY OF DEEDS	May 01, 1995
Document	23	1984	DEED	Book 136 Page 510	REGISTRY OF DEEDS	Dec 01, 1984
Document	1865	1982	DEED	Book 130 Page 377	REGISTRY OF DEEDS	Dec 01, 1982
Document	66	1982	DEED	Book 126 Page 200	REGISTRY OF DEEDS	Dec 01, 1982
Document	418	1949	EASEMENT/RIGHT OF WAY	Book 71 Page 126	REGISTRY OF DEEDS	Mar 28, 1949
Document	521	1943	DEED	Book 63 Page 521	REGISTRY OF DEEDS	Dec 01, 1943

Inst Type	Inst No	Year	Type	Plan Name	Drawer Number	Registration Date
Plan	31631	1970	TRANSPORTATION OR HIGHWAY			Jun 15, 1970
Plan	5093	1949	RETRACEMENT & PLAN OR RETURN OF SURVEY	LOT A1		Mar 28, 1949
Plan	5094	1949	RETRACEMENT & PLAN OR RETURN OF SURVEY	LOT A2		Mar 28, 1949

Inst Type	Inst No	Year	Type	Plan Name	Filing Reference	Instrument Date

No Non-Registered Instruments Found

Back

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Search Provincial Map Bulletin Board Help

Land Registration View

* Indicates interests inherited on subdivision or re-configuration of parcel

PID	**80120546**	**Parcel Type**	STANDARD PARCEL	**Status**	ACTIVE
Area	10000.0 SQUARE FEET	**Parcel Access**	PUBLIC	**Manag. Unit**	MU1601
Lot		**Created**	Mar 01, 1996 12:00:00AM		
PDCA Status	APPROVED	**Municipal Unit**	MUNICIPALITY OF THE DISTRICT OF SHELBURNE	**Manner of Tenure**	NOT APPLICABLE
LR Status	LAND REGISTRATION	**LR Date**	Aug 06, 2015 11:16:24AM		

Location	County	Primary Location	Source
125 EAST GREEN HARBOUR ROAD EAST GREEN HARBOUR	SHELBURNE COUNTY	Yes	Not Assigned by Municipality

Comments

Assessment Account	Value	Tax District	Tax Ward	Tax Sub
01886452	$15,800 (2018 RESIDENTIAL TAXABLE)	060	000	

Back to Results | Details View | Parcel Archive View | Map View

Registered Interests

Interest Holder (Qualifier)	Interest Holder Type	Mailing Address	Type	Year	Doc #	Book/Page/Plan	Registration Date	NS Non-Res?
COLTON CARL MICHAEL WILLS	FEE SIMPLE	21 BALISH LANE POST OFFICE BOX 256 LOCKEPORT NS CA B0T 1L0	DEED	2015	**107603798** View Doc		Aug 13, 2015	No

Farm Loan Board - Occupants & Mailing Addresses

Name	Interest Holder Type	Mailing Address

No Records Found

Benefits to the Registered Interests

Benefit Details	Interest Holder Type	Type	Year	Doc #	Book/Page/Plan	Registration Date

No Records Found

Burdens on the Registered Interests

Interest Holder (Qualifier)	Interest Holder Type	Mailing Address	Type	Year	Doc #	Book/Page/Plan	Registration Date

No Records Found

Textual Qualifications on Title

Qualifications Text

Tenants in Common not registered pursuant to the *Land Registration Act*

Interest	Interest Holder	Mailing	Type	Year	Doc	Book/Page/Plan	Registration

COPY

THIS WARRANTY DEED made the 27th day of July, 2015.

BETWEEN:

DALE ELAINE BENZIGER, of Lincolnville, in the State of Maine, United States of America, being the Owner of the lands described in Schedule "A" herein (hereinafter called the "Grantor")

- and -

COLTON CARL MICHAEL WILLS, of Town of Lockeport, in the County of Shelburne, Province of Nova Scotia, (hereinafter called the "Grantee")

WITNESSETH THAT in consideration of One Dollar and other good and valuable consideration;

THE GRANTOR hereby conveys to the Grantee , the lands described in Schedule "A" to this Warranty Deed (the "lands"), and hereby consents to this disposition, pursuant to the *Matrimonial Property Act* of Nova Scotia.

THE GRANTOR covenants with the Grantee that the Grantee shall have quiet enjoyment of the lands, that the Grantor has good title in fee simple to the lands, and the right to convey them as hereby conveyed, that the lands are free from encumbrances, and that the Grantor will procure such further assurances as may be reasonably required.

IN THIS Warranty Deed the singular includes the plural and the masculine includes the feminine, with the intent that this Warranty Deed shall read with all appropriate changes of number and gender.

IN WITNESS WHEREOF, the Grantor has properly executed this Indenture the day and year first above written.

SIGNED, SEALED AND DELIVERED)
in the presence of)

Celia J. Melanson

DALE ELAINE BENZIGER

I hereby certify that:
The Deed Transfer Tax has been paid ☑
No Deed Transfer Tax is payable within described property transfer. ☐
Dated this 13th day of August 2015

Laurie Wambolds
Registrar - Shelburne Land Registration Office

COPY

Municipality of the District of Shelburne

PROPERTY DATA SHEET

Date: MARCH 28, 2018

Property Identification Number(s): NO PID

Assessment Account Number(s): NO AAN

Assessment Category: — Assessment Value: —

Assessment Category: _____ Assessment Value: _____

Civic Address(es) or Location: BIRCHTOWN

Property Size: 30' x 35' = 1050 sq. ft ±

Land Registration? Yes____ No ____

Name of Property Owner(s): *MUNICIPALITY OF THE DISTRICT OF SHELBURNE *(ON EXCEL SHEET)

(OWNERSHIP UNKNOWN)

Survey Plan #: _____ Attached: Yes ____ No ____

Survey Plan #: _____ Attached: Yes ____ No ____

~~Deed~~ DOCUMENT # #: 50 Book: — Page: — APRIL 7, 1964 Attached: Yes ✓ No ___

Deed #: _____ Book: _____ Page: _____ Attached: Yes___ No ___

Judgements: Yes ____ No ✓ Attached: Yes ____ No ____ Document # _____

Judgements: Yes ____ No ✓ Attached: Yes ____ No ____ Document # _____

Liens: Yes ____ No ✓ Attached: Yes ____ No ____ Document # _____

Liens: Yes ____ No ✓ Attached: Yes ____ No ____ Document # _____

Easements: Yes ____ No ✓ Attached: Yes ____ No ____ Document # _____

Easements: Yes ____ No ✓ Attached: Yes ____ No ____ Document # _____

Subdivision Plan: Yes ____ No ✓ Plan #: _____ Attached: Yes___ No ___ Date: _____

Subdivision Plan: Yes ____ No ✓ Plan #: _____ Attached: Yes___ No ___ Date: _____

Development / Building Permit(s): Yes ____ No ____ Attached: Yes___ No ___ Date: _____

Photographs: Attached: Yes ____ No ✓

Other relevant property details: FOUND DOCUMENT # 50 WITH DESCRIPTION BEING PREVIOUSLY ASSESSED TO HARRY WHEELER, NO MAPPING OF PROPERTY ON P.O.L. NOT SURE OF LOCATION OF PROPERTY.

Form W
Assessment Act
Section 165

DOCUMENT # 50

CERTIFICATE OF PURCHASE

Municipality of the District of Shelburne

-----O-----

This certifies that on the 7th day of April A. D., 19 64., the following, being all that certain piece, parcel of lot of land situate, lying and being at Birchtown in the County of Shelburne and more particularly described as follows:—

" All and singular that certain piece or parcel of land situate, lying and being in the Village of Birchtown, County of Shelburne, province of Nova Scotia; being more particularly described as follows:

Beginning at a point on the south side of the main highway running through Birchtown aforesaid; thence running easterly along the south line of aforesaid mentioned main highway for a distance of thirty five feet; thence southerly at right angles to last mentioned bound for a distance of thirty (30) feet; thence Westerly and parallel to the Main Highway for a distance of thirty-five (35) feet; thence Northerly for a distance of thirty (30) feet or until it strikes the point of beginning. The lands conveyed being part of those lands conveyed by George Acker Sr. to Harry Wheeler by Indenture of Deed."

the same being assessed on the assessment rolls of the Municipality of the District of Shelburne in the name of Harry Wheeler and the same having been put up for sale by the Treasurer of the said Municipality for arrears of rates and taxes, was in default of other purchaser, bought in by the said Municipality for the sum of 40.26 Dollars.

Dated at Shelburne in the County of Shelburne this 7th day of April, A.D., 19 64

.....
Municipal Treasurer

50. # 13794

Harvey & Fuller

6.(b)

STAFF REPORT

To: Council

From: Michelle Williams, Director of Finance

Approved by: Tom MacEwan, Chief Administrative Officer

Date: May 13, 2019

Subject: Financial Update April 2019

ORIGIN

Financial Update April 2019

RECOMMENDATIONS

Information only

BACKGROUND

Information only

DISCUSSION

Corresponding letters found on attached financial summary statement.

*2018/19 Financial Statements will be presented at the July COW by Grant Thornton.

Revenue

A) Total Taxes are at 96%; Tax Bills generated April 1st with a due date June 30th. Deed transfers for the year and Aliant revenue remain to be received.
B) Federal Government and Agencies, application will be sent in by June 30th.
C) Provincial Government and Agencies, application will be sent in by June 30th.

D) Sales of Service
   a. Septage Receiving is at $2,948 for April.
   b. Wind Turbine, revenue for April not received to date.
   c. Subdivision approval fees 12%.
   d. Tax Sale revenue – Tax Sale by tender closes May 31st, next public Tax Sale is scheduled for March 3, 2020.
   e. Rental Income – April received in the amount of $5,172.
   f. Lock up Facility – net surplus $6,519 for April.
   g. Shared Services – all invoices sent; Town of Shelburne owes from 2018/19.
   h. Recreation Revenue, summer programs start in July.
   i. Building Permits 10%.
   j. Diversion credit, Dairy Steward and HHW, typically received later in the year.
   k. Tipping Revenue 5.9%.
   l. Metals, nothing sold to date.

E) Return on Investment (main/debit/tax sale bank account only) is at 10%
F) Municipal Equalization Grant, typically received later in the year.
G) Projects allocated in the Reserve Budget have not proceeded to date.

Expenses

H) Legislative Expenses is at 6.6%
I) Two Executive Assistant salaries in 2019/20 budget
J) IT – broadband projects have not started and therefore funds not required to date
K) Low Income Applications, 20 processed to date with a value of $6,043. Note in 2018/2019, 72 applications were received that totaled $20,673. Deadline to submit is February 28,2020.
L) Transfers will be made once funds are available.

Aged Receivables

As of April 2019, the total uncollected tax is **$4,516,394 + $7,173** tax sale revenue plus interest; of this amount, $61,241 is currently on tax sale representing eight properties.

- Commercial property total $360,991 plus interest, of this, $23,287 plus interest is arrears
- Residential and Resource property total $4,142,553 plus interest, of this, $200,446 plus interest is arrears
- Private Johns Lake properties total $12,850 plus interest, of this, $1,662 plus interest is arrears.

There are eight PACE loans totaling $61,451 plus interest; one account is in arrears three months and the loan will be due in full if not paid by the middle of May 2019.

C&D tipping AR is at $1,910; of this $305 plus interest is arrears.

Tax Sale Revenue AR is $7,173 for charges on properties that are up for Tax Sale.

Town of Lockeport is current with their bills, Town of Shelburne is not, CAO is working with the Town to remedy the situation.

Collection

There are five areas of collection that the Tax Clerk focuses on. They include Tax Sale, Residential, C&D, Commercial and Septage.

1) Tax Sale Collections

In two short months, the Tax Sale property listing dropped from 51 (reported on the January 8th, 2019 collections report) properties to 27 properties, 19 of these properties were sold at tax sale, 8 properties that remain are up for Tax Sale by Tender that closes May 31, 2019. Only one property thus far, has been redeemed after being sold at tax sale.

The first tax sale advertisement was put in the local newspaper on January 23rd containing 43 properties and the second tax sale advertisement went in February 20th containing 32 properties. The first tax sale by tender ad went in the local newspaper April 3rd, 2019, the second ad will be posted May 22, 2019 with a closing date of May 31. Council will see a staff report at the June meeting.

Given the tax sale policy change (to one year plus current) we also notified residents on their 2019/20 tax bill that was sent April 2019 and in the 2019 spring newsletter. The Finance Department noticed more residents are coming in to pay their arrears.

2) Residential Collections

The 2019/20 property assessment roll has been loaded into our system in January, and tax bill testing was done to ensure accuracy for our 2019/20 tax bill; 7,526 tax bills were sent out April 1, 2019.

As of February 7th, residents who bank with RBC can now pay their property taxes and tipping fees online or at the RBC branch.

The Finance Department sends out two statements a year, but for the January statement we sent a collection *letter* and found this resulted in a higher volume of payments.

A message was posted to social media sites in April 2019 to remind residents to update their address if they moved or live on a rural route and do not have a civic number on file. An

attempt will be made to contact anyone who we receive returned mail for.

Residential		
Month	# of residents contacted	# of residents who made payment
April	15	1

The Tax Clerk's focus over the next two months will be to contact residents who still owe taxes from 2018/19 (and prior), that will be eligible for the upcoming Tax Sale. As of April 15, 2019, there was 477 on this list. The Tax Clerk will contact anyone with a phone number on file and then start looking for phone numbers/social media starting with residents who have smallest balance.

3) 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 Tax Clerk then contacts these residents by phone.

January 2019 there was 21 accounts outstanding C&D accounts, February and March 2019 there were 22 accounts outstanding, and in April 2019 there were 14 accounts outstanding, with 7 of these accounts under $5.00.

The table below shows the number of residents contacted and the result of the phone calls.

C&D Collections		
Month	# of residents contacted	# of residents who made payment
Jan	5	3
Feb	5	2
Mar	5	4
Apr	3	2

4) Commercial Collections

Commercial collection efforts are monthly with 14 commercial calls being made since January 1, 2019.

In January 2019 there were 15 accounts outstanding, as of February 2019 this number reduced to 11.

The table below shows the results of commercial collection efforts.

Commercial Collections		
Month	# of residents contacted	# of residents who made payment
Jan	5	3
Feb	9	0

5) Septage Receiving Collections

Septage receiving is looked at monthly to ensure the two companies are complying with the policy by keeping their account up-to-date; both haulers are current.

ATTACHMENTS
Financial Statements April 2019
Reserves update April 2019
Tax Sale by Tender Listing

The Municipality of the District of Shelburne
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ACCOUNT TITLE	2019/2020 Budget	2019/2020 YTD Actual	2019/2020 Bud Remain $	2019/2020 % to Date	2018/2019 YTD Actual	2018/2019 Budget	
REVENUE							
TAXES							
ASSESSABLE PROPERTY	4,066,440.00	4,065,887.70	552.30	99.99	3,907,968.12	3,908,231.00	
COMMERCIAL	585,972.00	585,972.67	(0.67)	100.00	569,851.40	571,213.00	
RESOURCE	664,419.00	664,685.83	(266.83)	100.04	665,704.43	667,600.00	
AREA RATES	14,400.00	14,400.00	0.00	100.00	14,400.00	14,400.00	
BUSINESS PROPERTY	29,916.00	0.00	29,916.00	0.00	29,916.88	29,962.00	
OTHER TAXES	195,000.00	16,199.25	178,800.75	8.31	267,465.60	160,000.00	
TOTAL TAXES	5,556,147.00	5,347,145.45	209,001.55	96.24	5,455,306.43	5,351,406.00	(A)
FEDERAL GOVERNMENT AND AGENCIES							
GRANT IN LIEU	6,393.00	0.00	6,393.00	0.00	6,393.10	6,574.00	
FEDERAL GOVERNMENT AGENCIES	419.00	0.00	419.00	0.00	419.24	419.00	(B)
TOTAL FEDERAL GOVERNMENT AND AGENCIES	6,812.00	0.00	6,812.00	0.00	6,812.34	6,993.00	
PROVINCIAL GOVERNMENT AND AGENCIES							
PROVINCIAL GOVERNMENT	201,447.00	0.00	201,447.00	0.00	201,584.72	201,945.00	
PROVINCIAL GOVERNMENT AGENCIES	26,778.00	0.00	26,778.00	0.00	26,778.00	27,126.00	(C)
TOTAL PROVINCIAL GOVERNMENT AND AGENCIES	228,225.00	0.00	228,225.00	0.00	228,362.72	229,071.00	
FEDERAL GAS TAX CONTRIBUTION	0.00	0.00	0.00	0.00	0.00	0.00	(D)
SALE OF SERVICES	1,060,570.00	491,499.90	569,070.10	46.34	1,107,014.82	943,604.00	
RETURN ON INVESTMENT	25,000.00	2,505.66	22,494.34	10.02	38,786.35	7,000.00	(E)
UNCONDITIONAL TRANSFERS							
PROVINCIAL GOVERNMENT	88,672.00	0.00	88,672.00	0.00	88,672.00	88,293.00	(F)
TOTAL UNCONDITIONAL TRANSFERS	88,672.00	0.00	88,672.00	0.00	88,672.00	88,293.00	
OTHER TRANSFERS							
CGC FIRE DEPARTMENT DEBT SERVICE							
TRANSFER FROM OPERATING RESERVE	459,290.00	0.00	459,290.00	0.00	1,476.20	384,290.00	

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TRANSFER FROM GAS TAX RESERVE	775,496.00	0.00	775,496.00	0.00	0.00	525,740.00
TOTAL OTHER TRANSFERS	1,234,786.00	0.00	1,234,786.00	0.00	1,476.20	910,030.00
TOTAL REVENUE	8,200,212.00	5,841,151.01	2,359,060.99	71.23	6,926,430.86	7,536,397.00

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EXPENDITURES						
LEGISLATIVE						
WARDEN HONORARIUM	28,658.00	2,204.44	26,453.56	7.69	26,147.23	26,785.00
WARDEN EXPENSE	22,734.00	1,748.78	20,985.22	7.69	19,581.59	20,697.00
DEPUTY WARDEN HONORARIUM	95,795.00	7,368.80	88,426.20	7.69	84,145.99	85,930.00
COUNCILLOR HONORARIUM	25,609.00	462.55	25,146.45	1.81	21,219.00	20,850.00
COUNCILLOR TRAVEL						
ELECTIONS	5,000.00	0.00	5,000.00	0.00	3,479.16	5,000.00
UNSM FCM DUES	177,796.00	11,784.57	166,011.43	6.63	154,572.97	159,262.00
TOTAL LEGISLATIVE						
ADMINISTRATIVE						
SALARY	278,670.00	20,139.88	258,530.12	7.23	233,466.89	202,830.00
BENEFITS	44,728.00	3,700.17	41,027.83	8.27	35,243.80	33,075.00
INFORMATION TECHNOLOGY	1,190,246.00	312.86	1,189,933.14	0.03	42,513.70	924,674.00
PROFESSIONAL DUES	7,010.00	1,669.22	5,340.78	23.81	6,591.52	2,435.00
INSURANCE	45,920.00	0.00	45,920.00	0.00	29,154.84	28,490.00
CONTRACTED ADMIN SERVICES	67,918.00	0.00	67,918.00	0.00	21,075.36	31,000.00
ADVERTISING	22,500.00	1,206.74	21,293.26	5.36	19,793.90	20,000.00
POSTAGE	20,000.00	355.24	19,644.76	1.78	19,439.05	20,000.00
OFFICE SUPPLIES	14,000.00	479.61	13,520.39	3.43	16,146.82	14,000.00
TELEPHONE	8,160.00	471.99	7,688.01	5.78	18,225.70	18,930.00
LEGAL SERVICES	10,000.00	0.00	10,000.00	0.00	9,227.25	24,000.00
STAFF RELATIONS	4,000.00	47.25	3,952.75	1.18	3,153.43	4,000.00
OTHER GENERAL ADMIN	15,000.00	1,119.13	13,880.87	7.46	9,303.56	20,000.00
OCCUPATIONAL HEALTH & SAFETY	500.00	0.00	500.00	0.00	125.13	500.00
TRAVEL	13,500.00	4,336.53	9,163.47	32.12	10,434.22	15,000.00
STAFF TRAINING	12,800.00	1,418.29	11,381.71	11.08	5,475.06	8,500.00
EMPLOYMENT ASSISTANCE PROGRAM	832.00	867.24	(35.24)	104.24	803.32	756.00
TOTAL ADMINISTRATIVE	1,755,784.00	36,124.15	1,719,659.85	2.06	480,173.55	1,368,190.00

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TAXATION & ACCOUNTING						
SALARY	238,248.00	18,131.56	220,116.44	7.61	249,805.98	242,398.00
BENEFITS	36,205.00	3,058.15	33,146.85	8.45	30,963.33	31,897.00
AUDITING SERVICES	25,000.00	4,171.44	20,828.56	16.69	24,298.64	27,535.00
PROFESSIONAL DUES						
TRAVEL						
LOW INCOME TAX EXEMPTIONS	25,000.00	6,043.86	18,956.14	24.18	20,673.86	25,000.00
TAX EXEMPTIONS - COMMUNITY GROUPS	102,939.00	102,939.48	(0.48)	100.00	102,635.40	102,636.00
ALLOWANCE FOR APPEALS	5,000.00	2,449.72	2,550.28	48.99	23,218.81	5,000.00
TAX SALE	90,713.00	434.20	90,278.80	0.48	40,857.06	45,000.00
TOTAL TAXATION & ACCOUNTING	523,105.00	137,228.41	385,876.59	26.23	492,453.08	479,466.00
BUILDING SERVICES						
COURT HOUSE - MAINTENANCE & REPAIRS	75,685.00	4,358.89	71,326.11	5.76	80,579.18	72,673.00
COURT HOUSE - INSURANCE	3,217.00	0.00	3,217.00	0.00	3,123.00	3,290.00
PUBLIC WORKS - MAINTENANCE & REPAIRS	6,500.00	268.70	6,231.30	4.13	3,697.19	4,500.00
PUBLIC WORKS - UTILITIES	7,300.00	0.00	7,300.00	0.00	8,275.54	6,200.00
PUBLIC WORKS-INSURANCE	3,826.00	0.00	3,826.00	0.00	3,715.00	3,930.00
PUBLIC WORKS-VEHICLE	4,500.00	0.00	4,500.00	0.00	3,144.27	4,500.00
TOTAL BUILDING SERVICES	101,028.00	4,627.59	96,400.41	4.58	102,534.18	95,093.00
POLICE PROTECTION						
RCMP	718,372.00	0.00	718,372.00	0.00	708,217.33	709,265.00
DNA	5,065.00	0.00	5,065.00	0.00	3,232.16	4,804.00
LOCKUP	111,641.00	7,465.83	104,175.17	6.69	122,921.75	104,764.00
TOTAL POLICE PROTECTION	835,078.00	7,465.83	827,612.17	0.89	834,371.24	818,833.00
FIRE PROTECTION						
MUNICIPAL FIRE DEPARTMENT GRANTS	229,308.00	0.00	229,308.00	0.00	229,244.00	246,286.00
SHELBURNE FIRE DEPARTMENT GRANT	60,000.00	0.00	60,000.00	0.00	55,834.34	51,500.00
LOCKEPORT FIRE DEPARTMENT GRANT	18,350.00	2,059.50	16,290.50	11.22	14,965.64	18,972.00
FIRE EQUIP-COMPRESSOR REPAIRS	0.00	0.00	0.00	0.00	0.00	0.00

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CAPITAL ASSISTANCE TO FIRE DPS	35,000.00	5,000.00	30,000.00	14.29	36,476.20	37,500.00
FIRE PROTECTION - HYDRANTS	48,000.00	0.00	48,000.00	0.00	46,359.00	48,500.00
FIRE DEPARTMENT TRAINING & EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00
DRY HYDRANTS	5,000.00	0.00	5,000.00	0.00	2,294.29	7,500.00
FIRE PROTECTION - INSURANCE	26,588.00	0.00	26,588.00	0.00	8,588.00	9,694.00
FIRE DEPARTMENT RADIO LICENSE	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL FIRE PROTECTION	422,246.00	7,059.50	415,186.50	1.67	393,761.47	419,952.00
BY-LAW ENFORCEMENT						
SALARY AND BENEFITS	84,248.00	6,608.40	77,639.60	7.84	83,385.09	83,206.00
VEHICLE	8,000.00	0.00	8,000.00	0.00	7,583.80	5,500.00
TRAVEL	500.00	0.00	500.00	0.00	0.00	1,000.00
PROPERTY CLEAN UP	5,000.00	0.00	5,000.00	0.00	0.00	5,000.00
OTHER	3,300.00	85.96	3,214.04	2.60	1,230.08	3,300.00
TOTAL BY-LAW ENFORCEMENT	101,048.00	6,694.36	94,353.64	6.62	92,198.97	98,006.00
ROAD TRANSPORT						
STREET LIGHTING	141,516.00	0.00	141,516.00	0.00	140,279.05	141,196.00
CLASS J ROADS	32,992.00	0.00	32,992.00	0.00	32,992.00	32,928.00
TOTAL ROAD TRANSPORTATION	174,508.00	0.00	174,508.00	0.00	173,271.05	174,124.00
SEWAGE TREATMENT OPERATIONS						
SALARY & BENEFITS	74,127.00	5,050.51	69,076.49	6.81	65,387.73	64,607.00
TRAINING	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
OTHER	2,000.00	36.94	1,963.06	1.85	800.03	2,000.00
TOTAL SEWAGE TREATMENT OPERATIONS	77,127.00	5,087.45	72,039.55	6.60	66,187.76	67,607.00
SEWAGE TREATMENT						
SEWER MAINTENANCE	10,000.00	0.00	10,000.00	0.00	168.86	10,500.00
PUMPING STATION UTILITY	10,000.00	0.00	10,000.00	0.00	10,185.34	8,400.00
PUMPING STATION - MAINTENANCE AND REPAIR	5,000.00	0.00	5,000.00	0.00	404.67	5,000.00
PLANT - UTILITY	22,000.00	0.00	22,000.00	0.00	24,561.73	22,400.00

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PLANT - MAINTENANCE AND REPAIR	11,500.00	227.04	11,272.96	1.97	16,040.46	7,500.00
TOTAL SEWAGE TREATMENT	58,500.00	227.04	58,272.96	0.39	51,361.06	53,800.00
ENVIRONMENTAL						
ADMINISTRATION	88,049.00	6,360.48	81,688.52	7.22	78,889.06	79,423.00
BUILDING INSPECTION	71,910.00	6,048.87	65,861.13	8.41	65,278.22	75,833.00
FIRE INSPECTION	18,500.00	0.00	18,500.00	0.00	16,460.00	18,500.00
WASTE DIVERSION	95,685.00	3,990.21	91,694.79	4.17	80,969.30	94,918.00
C&D OPERATION	202,538.00	13,611.13	188,926.87	6.72	181,374.13	186,246.00
SOLID WASTE	719,974.00	41,079.58	678,894.42	5.71	729,480.84	709,352.00
TOTAL ENVIRONMENTAL	1,196,656.00	71,090.27	1,125,565.73	5.94	1,152,451.55	1,164,272.00
WIND TURBINE						
MAINTENANCE	9,000.00	0.00	9,000.00	0.00	8,333.90	7,000.00
INSURANCE	2,012.00	0.00	2,012.00	0.00	1,953.00	2,111.00
TOTAL WIND TURBINE	11,012.00	0.00	11,012.00	0.00	10,286.90	9,111.00
COMMUNITY & ECONOMIC DEVELOPMENT						
LITTER ABATMENT	4,000.00	500.00	3,500.00	12.50	3,800.00	6,000.00
HEALTH CARE	75,000.00	0.00	75,000.00	0.00	11,384.00	90,000.00
ECONOMIC DEVELOPMENT	30,000.00	0.00	30,000.00	0.00	21,338.35	28,957.00
SENIOR SAFETY	10,293.00	0.00	10,293.00	0.00	6,761.32	6,762.00
ICSP IMPLEMENTATION	98,850.00	1,013.59	97,836.41	1.03	34,192.88	116,200.00
GRANTS TO ORGANIZATION	93,250.00	0.00	93,250.00	0.00	112,436.81	153,665.00
TOTAL COMMUNITY & ECONOMIC DEVELOPMENT	311,393.00	1,513.59	309,879.41	0.49	189,913.36	401,584.00
RECREATION & CULTURAL SERVICES						
SALARY	113,310.00	10,464.53	102,845.47	9.24	109,701.86	103,970.00
BENEFITS	16,001.00	1,451.26	14,549.74	9.07	20,664.89	20,654.00
TRAINING	3,000.00	252.00	2,748.00	8.40	1,399.17	3,000.00
SUMMER STAFF SALARY	64,506.00	0.00	64,506.00	0.00	42,663.70	52,306.00
SUMMER STAFF BENEFITS	3,970.00	0.00	3,970.00	0.00	3,485.95	4,643.00

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SUMMER STAFF TRAVEL						
VEHICLE	4,000.00	18.14	3,981.86	0.45	2,521.40	5,500.00
MISCELLANEOUS	1,000.00	0.00	1,000.00	0.00	320.99	1,000.00
STAFF EXPENSES	2,000.00	126.38	1,873.62	6.32	1,326.31	2,500.00
SUMMER STAFF TRAINING	3,500.00	0.00	3,500.00	0.00	2,112.70	4,500.00
OFFICE EXPENSE	2,500.00	0.00	2,500.00	0.00	2,957.69	3,000.00
MEMBERSHIPS	1,000.00	0.00	1,000.00	0.00	709.53	1,100.00
GRANTS TO ORGANIZATION						
ADVERTISING	2,800.00	0.00	2,800.00	0.00	3,083.06	3,300.00
ADVISORY COMMITTEE	0.00	0.00	0.00	0.00	0.00	0.00
COMMUNITY USE COORD	10,000.00	0.00	10,000.00	0.00	10,000.00	14,000.00
PROGRAMS	23,500.00	45.00	23,455.00	0.19	27,532.93	29,800.00
TOTAL RECREATION & CULTURAL SERVICES	251,087.00	12,357.31	238,729.69	4.92	228,480.18	249,473.00
RECREATION AND PARKS FACILITIES						
FACILITIES DEVELOPMENT	32,000.00	0.00	32,000.00	0.00	33,903.20	40,000.00
SASI SERVICE AGREEMENT						
MAINTENANCE & EQUIPMENT	17,500.00	200.00	17,300.00	1.14	14,319.98	22,600.00
SHELBURNE COUNTY ARENA	20,000.00	0.00	20,000.00	0.00	20,000.00	20,000.00
TOTAL RECREATION AND PARKS FACILITIES	69,500.00	200.00	69,300.00	0.29	68,223.18	82,600.00
FISCAL SERVICES						
BANK CHARGE	6,700.00	143.38	6,556.62	2.14	6,239.92	6,700.00
PENSION FEE	500.00	0.00	500.00	0.00	351.29	500.00
PAYROLL FEE	4,500.00	(0.02)	4,500.02	0.00	524.64	4,500.00
LOANS	2,080.00	0.00	2,080.00	0.00	894.56	895.00
VALUATION ALLOWANCE	5,000.00	0.00	5,000.00	0.00	30,000.00	30,000.00
TRANSFER TO GAS TAX RESERVE	0.00	0.00	0.00	0.00	0.00	0.00
TRANSFER TO CAPITAL RESERVE	315,510.00	0.00	315,510.00	0.00	220,000.00	220,000.00
TRANSFER TO OPERATING RESERVE	200,000.00	0.00	200,000.00	0.00	70,000.00	70,000.00
CAPITAL FROM OPERATING	8,884.00	0.00	8,884.00	0.00	0.00	0.00
DISTRICT GRANT FUND	35,000.00	35,000.00	0.00	100.00	35,000.00	35,000.00

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

For the Period Ending Mar 2020

Printed: 2:42:00PM 05/06/2019

ACCOUNT TITLE	2019/2020 Budget	2019/2020 YTD Actual	2019/2020 Bud Remain $	2019/2020 % to Date	2018/2019 YTD Actual	2018/2019 Budget
SOU WEST NOVA TRANSIT	7,602.00	0.00	7,602.00	0.00	7,602.00	7,602.00
TOTAL FISCAL SERVICES	585,776.00	35,143.36	550,632.64	6.00	370,612.41	375,197.00
CONDITIONAL TRANSERS						
CORRECTIONS	78,301.00	0.00	78,301.00	0.00	78,158.00	78,301.00
PUBLIC PROSECUTION	8,000.00	0.00	8,000.00	0.00	5,379.60	5,000.00
ASSESSMENT SERVICES	143,790.00	0.00	143,790.00	0.00	141,860.28	141,860.00
REGIONAL LIBRARY	29,400.00	7,350.00	22,050.00	25.00	29,400.00	29,900.00
REGIONAL SCHOOL BOARD	1,228,411.00	0.00	1,228,411.00	0.00	1,206,604.49	1,206,605.00
TOTAL CONDITIONAL TRANSERS	1,487,902.00	7,350.00	1,480,552.00	0.49	1,461,402.37	1,461,666.00
UNCONDITIONAL TRANSERS						
HOUSING AUTHORITY	15,291.00	0.00	15,291.00	0.00	12,823.00	15,291.00
AREA RATE	14,400.00	14,400.00	0.00	100.00	14,400.00	14,400.00
TOTAL UNCONDITIONAL TRANSERS	29,691.00	14,400.00	15,291.00	48.50	27,223.00	29,691.00
EMERGENCY MANAGEMENT						
SEARCH AND RESCUE	4,470.00	0.00	4,470.00	0.00	4,470.00	4,470.00
SHELBURNE COUNTY EMO	26,505.00	865.28	25,639.72	3.26	20,957.45	24,000.00
TOTAL EMERGENCY MANAGEMENT	30,975.00	865.28	30,109.72	2.79	25,427.45	28,470.00
TOTAL EXPENDITURES	8,200,212.00	359,218.71	7,840,993.29	4.38	6,374,905.73	7,536,397.00
SUMMARY						
TOTAL REVENUE	8,200,212.00	5,841,151.01	2,359,060.99	71.23	6,926,430.86	7,536,397.00
TOTAL EXPENDITURES	8,200,212.00	359,218.71	7,840,993.29	4.38	6,374,905.73	7,536,397.00
SURPLUS/(DEFICIT)	0.00	5,481,932.30	(5,481,932.30)	0.00	551,525.13	0.00

Municipality of the District of Shelburne
2019/2020
RESERVES
As of April 30, 2019

	FIRE DEPARTMENT												
	Operating Reserve	Arena Reserve	Harbour	Sable River	Ingomar Roseway	Little Harbour	Jordan	Carleton Gunning Cove	Upper/Midle Ohio	Capital Reserve	Equipment Reserve	Gas Tax Reserve	Total
Opening Balance (as of April 01/19)	**$2,096,605**	**$60,000**	**$10,000**	**$5,000**	**$10,000**	**$10,000**	**$3,523**	**$10,000**	**$5,000**	**$1,856,423**	**$74,469**	**$1,309,481**	**$5,450,501**
Interest	$3,820									$3,374		$2,188	$9,382
Fire Department									-$5,448				-$5,448
MDS Building										-$1,587			-$1,587
***Woodland Trail Association	-$20,000												-$20,000
***Internet												-$1,147,800	-$1,147,800
***Health Care	-$25,000												-$25,000
*Surplus 2018/2019 - Unknown													$0
***Marine Center of Excellence	-$50,000												-$50,000
Gas Tax Fund 2019/2020 - estimated												$249,756	$249,756
**Transfer from Operating 2019/20	$200,000		$5,000	$5,000	$5,000	$5,000	$5,000	$5,000	$5,000	$315,510			$550,510
Balance end of Year (approx)	**$2,205,425**	**$60,000**	**$15,000**	**$10,000**	**$15,000**	**$15,000**	**$8,523**	**$15,000**	**$4,552**	**$2,173,720**	**$74,469**	**$413,625**	**$5,010,314**

*Surplus 2018/2019 - Unknown until Financials finalized in July 2019
**Transfers for 2019/20 will be done when funds in account are available
***Projects funding has not yet been advanced; note that the Internet Funding Model has been revised from Budget allocation

The Municipality of the District of Shelburne

Tax Sale Listing

Assessment Acct No.	Property Description	Customer Address	Balance
01024531	1041 SANDY POINT RD SANDY POINT LAND DWELLING 1972 CASONOVA 12X57 S#3400	CROWELL BONNIE JEAN 1407 ST MARGARETS BAY RD APT 209 LAKESIDE	3,285.77
04301439	5019 SHORE RD NORTH EAST HARBOUR LAND DWELLINGS BUILDING	BAIRD LINDA 78 BEVERLEY CRES WELLAND	5,289.25
04339088	2882 HIGHWAY 3 ALLENDALE LAND DWELLING	CHIARELLO ROBERT F & CLAIRE E PO BOX 1268 EAST ORLEANS 508-255-5748	7,060.39
04393376	SANDY POINT LAND	LIVELSBERGER HENRYETTA S 20410 BENT WILLOW RD ROHRERSVILLE	1,028.62
04757424	1394 JORDAN BRANCH RD LOT 1 JORDAN BRANCH ANIMAL CLINIC	CALDER WYNN SERVICES INC PO BOX 1181 SHELBURNE	18,502.89
04874269	126 SHORE RD WEST GREEN HARBOUR LAND FELLOWSHIP HALL	WEST GREEN HARBOUR FIRE HALL ASSOCIATION RR 1 LOCKEPORT	17,539.06
08417202	5626 HIGHWAY 3 EAST JORDAN LAND DWELLING	POOLE TYLER CLAYTON FREEMAN 5626 NO 3 HWY RR1 JORDAN FALLS 902-875-2411	5,954.24
08419027	1970 GENERAL MOBILE HOME 12 X 57 9544UPPER CLYDE RD	HARRIS LLOYD RR 1 SHELBURNE	2,581.75
		Total	**61,241.97**

7.(a)

STAFF REPORT

TO: Members of Shelburne Municipal Council

FROM: Val Kean, Community Development Coordinator

APPROVED BY: Tom MacEwan, Chief Administrative Officer

DATE: May 13,2019

SUBJECT: **Community Art Support**

PURPOSE

To establish a cohesive plan for future support of the arts community.

BACKGROUND

In December 2018 Bird and Branch Consulting were hired to design and facilitate community engagement activities to determine what the Municipality could do to best support the local arts community.

An initial meeting with municipal staff took place and a follow-up research, context setting, and initial design review meeting occurred with council members and staff which provided an excellent way to fully discuss the intentions of council around community arts.

The facilitated community engagement session took place on January 23 at the Black Loyalist Heritage Centre. Over 25 people attended the 2-hour session and offered ideas and had engaging discussions around community art in the Municipality of Shelburne. This included examining the current situation of arts in Shelburne, visioning and ideas for the future and practical considerations. A survey was also available to the public from January 4-January 29. A total of 17 surveys were completed and the results were analyzed and included in the presentation to the session attendees.

DISCUSSION

As a result of the public consultation, Bird & Branch has identified five key themes to be considered as strategic pillars for planning and direction for moving forward with community arts:

1. Art for Youth
2. Collaboration
3. Building on Existing Initiatives
4. Funding, Policy, Infrastructure
5. Support Staff

Each theme also had an additional idea regarding potential areas of opportunity for the Municipality. Opportunities such as partnering on Shelburne's Art Day and supporting existing art associations with ad purchase are currently being implemented. Staff will consider all these opportunities as we continue to build relationships within the art community.

It is suggested by staff, at this time, Council's focus should be to consider how they would like to proceed with using the allocated $5,000 art fund and how the Municipality can make an overall contribution to the arts community. Based on this initial discussion of Council, staff will proceed with developing recommendations for Council at the May 27, 2019, Council meeting.

BUDGET IMPLICATIONS

There is $5,000 allocated to the Art Fund in the 2019/2020 Operating Budget.

ATTACHMENTS

- Community Arts Engagement – Bird & Branch Report and Recommendations (see presentation report)

STAFF REPORT

To: Council

From: Erin Hartley, Director of Corporate Services

Approved by: Tom MacEwan, Chief Administrative Officer

Date: May 13, 2018

Subject: RMRF Account Write off

ORIGIN

Regional Materials Recovery Facility (RMRF) Accounts Receivable review from March 31, 2019 has led to the following request for write off.

RECOMMENDATION

That the Municipality of the District of Shelburne write off the balance of $51.70 from RMRF Account BUCHL005 using the 2019/2020 corporate services interest and charges account.

BACKGROUND

Municipal Government Act requires that all accounts considered uncollectible and which are to be removed from the accounts of the Municipality of the District of Shelburne be approved by Council.

DETAILS

One RMRF Account is being presented for write-off.

Account # BUCHL005
Account Holder's Name: Lisa Buchanan
Balance Owing: $51.70

This RMRF charge account from 2017 remains unpaid despite the Tax Clerk contacting the client

on a number of documented occasions by telephone and monthly invoicing as well as account suspension. This account totals $51.70 and is deemed uncollectable by the Director of Finance.

APPLICABLE LEGISLATION

Municipal Government Act section 38(a)-(b) requires that the treasurer shall promptly advise the council of:

(a) all moneys due to the municipality that the treasurer considers cannot reasonably be collected after pursuing all reasonable avenues of collection; and

(b) the reasons for the belief that such moneys cannot be collected, and the council may write off the amounts determined to be uncollectible. 1998, c. 18,

BUDGET IMPLICAITON

Total amount of the write-off is $51.70 to be taken from 2019/2020 budget using the corporate services bank interest and charges account.

ATTACHMENTS

- Account Summary
- Correspondence with Account Holder

Customer Information Report

Printed: 10:48:08AM 05/09/2019

Name: Lisa Buchanan Code: BUCHL005

Address:
PO Box 1281
9 Harding Blvd, NS
B0T 1W0

Telephone: 902-875-6216

Employer:

Second owner:

Contact:

eMail:

Type: PERSONAL
Minimum: YES
Statement: YES
Interest: YES
Active: YES

Review Codes

Tax Codes

Invoices

Invoice	Date	Open Balance	Interest	Balance
201749255	12/31/2017	43.20	0.00	0.00
201749375	11/02/2017	43.20	8.50	51.70
Invoice Total of:	**$51.70**	**$86.40**	**$8.50**	**$51.70**

Receipts

Receipt	Date	Payment	Adjustment	Total
2017034707	12/31/2017		-43.20	-43.20
			-43.20	**$-43.20**

Customer Comments

Comment	User	Date	Id
	LK02	07/30/2018 14:52:51	114
Called Lisa said she will come in and pay off account			
	LK01	09/12/2018 14:14:40	135
Called Lisa, said she will be in the end of the month to pay			
	LK01	11/07/2018 11:30:55	169
Called Lisa, Said she would be in Friday			
	LK01	03/14/2019 10:01:28	237
Lisa said she would come in and pay when the pension cheque comes in			

Municipality of
Shelburne

Naturally Yours

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

Buchanan, Lisa
PO Box 1281
9 Harding Blvd
B0T 1W0

Dear Mrs. Buchanan:

Re: Regional Material Recovery Facility – Tipping Fees – Overdue Account

Please find the your attached most recent statement, indicating an outstanding amount of $47.70 Since November 2, 2017.

The total amount is required to be paid by September 15th, or you will no longer be able to charge to this account.

If you have any questions, please contact me at your convenience.

Sincerely,

Leanne Keating,
Tax Clerk
Office: 902-875-3544 Ext. 222

Leanne Keating, Tax Clerk
tax@municipalityofshelburne.ca

Michelle Williams, Director of Finance
Michelle.williams@municipalityofshelburne.ca

Megan Egan, Financial Clerk
finance@municipalityofshelburne.ca

7.(c)

Municipality of Shelburne

STAFF REPORT

TO: Council

FROM: Erin Hartley, Director of Corporate Services

APPROVED BY: Tom MacEwan, Chief Administrative Officer

DATE: May 13, 2019

SUBJECT: **Fees and Charges Policy Amendment – May 2019**

ORIGIN

Council's increase to the Septage Receiving Rate.

RECOMMENDATION

THAT Council of the Municipality of the District of Shelburne approve the attached Fees and Charges Policy as amended.

DISCUSSION

At the April 2019 Council meeting, the following motion was approved:

> **Septage Rate Increase**
>
> Be it resolved that the Council of the Municipality of the District of Shelburne approve an increase to the septage rate to match Liverpool's rate at 3.35 cents per liter.
>
> - Motion Carried

Section 19.2 (k) of the attached Fees and Charges Policy has been amended to reflect the change.

ATTACHMENTS

- Fees and Charges Policy with proposed amendment.

Municipality of Shelburne

Policy 19
FEES AND CHARGES

POLICY PURPOSE

19.1 It shall be the policy of the Municipality of the District of Shelburne to have a clear and concise policy which outlines all the fees and charges that are applicable for residents and businesses when requesting permits, licenses, or other forms of services.

POLICY DETAILS

19.2 The following fees are hereby established for the noted permits, licenses and other services provided:

a.	Building Bylaw	see Schedule A
b.	Deed Transfer	1.5% of sale price
c.	Dog Registration	$10.00 / dog plus HST
d.	Dog Registration Tax Replacement	$5.00 plus HST
e.	Fee for Dog Kennel	$50.00 per year plus HST
f.	Dog Impound Fee - First Offense	$35.00 plus HST
g.	Dog Impound Fee - Second Offense	$75.00 plus HST
h.	Dog Impound Pickup	$0.60 / kilometre plus HST
i.	Dangerous Dog	$500 plus HST
j.	Septage Receiving Annual Registration	$50 per year per vehicle
k.	Septage Receiving Usage	~~2.5~~ 3.35 cents per litre
l.	Sewer System Connection	$100
m.	Sewer System User Fee	$265 per equivalent unit per year
n.	Solid Waste Management Administrative Ticket	$200
o.	Subdivision Application	$330
p.	Tax Certificate	$50 per assessment account
q.	Property Tax & Misc. Billing Interest Rate	14% per year, calculated and applied the first day of each month on total balance outstanding at the end of the previous month.
r.	Tax Sale Redemption Interest Rate	10% per year, calculated and applied daily. Interest is paid from, and including, the day of the tax sale until the day the property is redeemed.
s.	Tax Account Statement or Bill Reprint	$10.00 per Assessment Number. Verbal confirmation of account balance

		is free of charge to owner/owner representative.
t.	Assessment Appeal Overpayment	Interest will be paid at a rate of 1% per year on any taxes overpaid after an assessment appeal is processed. Interest is paid from July 1 to the date processed by the finance department.
u.	FOIPOP	$5.00 application fee per FOIPOP request plus $20 per hour administration fee (after the first two hours) and photocopies fee.
v.	Photocopies	$0.10 plus HST per page.

19.3 Any permits, licenses or other services requested outside of those noted in Section 19.2 shall be determined by Council at the time of the request.

19.4 This policy shall be reviewed from time to time during normal policy reviews or at the request of Council.

19.5 Any building or demolition permit that is cancelled shall have a 25% administration charge withheld from any refund.

19.6 No refunds shall be provided for any of the above charges if the applicant fails to carry out or not use the permit as requested.

19.7 An expired building permit may be renewed upon payment of a $5.00 fee provided that at least one inspection has been carried out by the authority having jurisdiction within a twelve (12) month period either from date of issuance or last renewal date and the building permit renewal application has been completed.

REPEAL

19.8 Fees Policy approved by the Council of the Municipality of the District of Shelburne on April 24, 2017, is hereby repealed.

THIS IS TO CERTIFY that the Council of the Municipality of the District of Shelburne duly passed the policy respecting Fees and Charges on the 28th day of May, 2018.

SIGNED this _____ day of _____, 2019

_____

WARDEN PENNY SMITH

_____

CHIEF ADMINISTRATIVE OFFICER, TOM MACEWAN

Approved by Council: May 28, 2018

Effective Date: May 28, 2018

Amended Date: December 10, 2018 (Amendments: 19.2 s,t,u and v were added)

Amended Date: February 25, 2019 (Amendments: 19.2 u – administration fees were added)

Amended Date:_____ (Amendment: 19.2 k – rate increase)

SCHEDULE "A"

The following are the fees for building permits:

a. Residential up to four units	$25.00 plus $0.10 per square foot
b. Residential over four units	$50.00 plus $0.14 per square foot
c. Residential repairs and renovations	$25.00 plus $1.00 per $1000 value
d. Additions to residential	$25.00 plus $0.10 per square foot
e. Residential outbuildings	$25.00 plus $0.04 per square foot
f. Patio, decks, steps, carports, etc.	$25.00 plus $1.00 per $1000 value
g. Assembly	$50.00 plus $0.14 per square foot
h. Commercial	$50.00 plus $0.14 per square foot
i. Industrial	$50.00 plus $0.14 per square foot
j. Institutional	$50.00 plus $0.14 per square foot
k. Addition to Commercial, Industrial, Institutional	$50.00 plus $0.14 per square foot
l. Repairs and Renovations (not Residential)	$50.00 plus $1.00 per $1000 value
m. Outbuildings (not Residential)	$35.00 plus $0.06 per square foot
n. Relocation of Structure or Mobile Home	$50.00
o. Demolition of Building - up to 500 sq. ft.	$15.00
p. Demolition of Building – over 500 sq. ft.	$35.00
q. New Mobile Home Placement	$25.00 plus $0.10 per square foot
r. Replacement of Single Family Dwelling	$25.00 plus $0.10 per square foot

7.(d)

Municipality of
Shelburne

STAFF REPORT

TO:	Council
FROM:	Erin Hartley, Director of Corporate Services
APPROVED BY:	Tom MacEwan, Chief Administrative Officer
DATE:	May 13, 2019
SUBJECT:	**Audit and Internal Control Committee Terms of Reference Amendment – May 2019**

ORIGIN

New provincial requirements that must be included in the Audit and Internal Control Committee Terms of Reference.

RECOMMENDATION

THAT Council of the Municipality of the District of Shelburne approve the attached Audit and Internal Control Committee Terms of Reference as amended.

DISCUSSION

The Audit and Internal Control Committee Terms of Reference is required to be updated to meet provincial standards.

The amended policy includes more detailed information around authority and access, objectives, composition, meeting requirements as well as responsibilities and functions.

ATTACHMENTS

- Amended Audit and Internal Control Committee Terms of Reference.

Municipality of the District of Shelburne
AUDIT AND INTERNAL CONTROL COMMITTEE

Terms of Reference

Purpose

The purpose of the Audit and Internal Control Committee is to ~~assist Municipal Council with its fiduciary responsibilities and financial oversight of the Municipality's daily operations ensuring that the financial resources entrusted to the Municipality by its residents are spent appropriately according to the policies of Council and provide for public reporting and accountability.~~ act as an advisory board carrying out critical review functions on behalf of Council. The primary function of the audit committee is to assist Council in fulfilling their oversight responsibilities related to quality and integrity of financial reporting along with ensuring the appropriate systems and controls for the proper recording of transaction and protection of assets are in place.

Authority and Access

The Audit and Internal Control Committee has been granted its legal authority to oversee the financial and fiduciary process of the Municipality by virtue of being delegated this responsibility with Council's approval on November 3, 2016, of this Terms of Reference and thereafter appointing members to the Committee. Council gains its responsibility and authority for this under Sections 42-44 of the *Municipal Government Act*.

The Audit and Internal Contol Committee shall have authority to delve into any affair of the Municipality, with full access to management and the auditor.

~~Scope~~

~~The scope of the Audit and Internal Control Committee shall be to review and assess all of the financial information within the Municipality listed below as well as those issues noted under Responsibilities, specifically:~~

~~1. Annual audited financial statements; and~~
~~2. Management letter; and~~
~~3. Quarterly internal financial reports; and~~
~~4. Appropriateness of current accounting policies and financial reporting practices; and~~
~~5. Significant financial estimates to be used for future budget projections; and~~
~~6. Impact of new or changed provincial and federal accounting policies~~

Objectives

The objectives of the Audit and Internal Control Committee are to:

1. Help council meet its fundamental responsibilities of protecting the municipal assets and managing operations as efficiently as possible;

2. Provide better communication between the auditor and Councillors, and promote better understanding of the audit process;

3. Enhance the external auditor's independent position;

4. Increase the credibility and objectivity of the Municipality's financial report; and

5. Strengthen the role of Council/Committee members.

Committee Composition

1. Membership on the Audit and Internal Control Committee shall include two elected representatives from the Municipality of the District of Shelburne and three members of the public, duly appointed by Council annually pursuant to Section 44(1) of the *Municipal Government Act*. Members of the public appointed to this committee should have strong financial backgrounds and be able to comprehend complex financial and regulatory processes;

   Member applications shall be vetted by the CAO and member appointment will be by Council motion. Members of the public can not be related to a member of Council or to an employee of the Municipality;

   All appointments shall be for a two-year term, at the end of each term a Committee member may express their interest in continuing as a member or resign as a member;

   Where a vacancy occurs on the Committee, the Council shall appoint a person to fill the position as soon as possible; that person shall hold office for the remainder of the term of the member in whose place that person is appointed;

   Where there is a member of the public vacancy the Committee shall continue to meet and perform its duties and may exercise its powers; and the municipality shall advertise to recruit a new community member at least once every six months until the position is filled;

   Each member will serve without remuneration but shall be reimbursed for such expenses as are necessarily incurred by such member in the discharge of the member's duties, with prior approval from the CAO;

   Each member must complete training as prescribed by the Department of Municipal Affairs.

2. The Chairperson is ultimately responsible for organizing, chairing and facilitating all meetings, ensuring that appropriate research, directions and recommendations are given to the Committee, including the provision for adoption of work plans, policy directions, strategies, financial commitments, human resource management, as well as all other items incidental to the effective financial oversight of the Municipality. ~~The Chairperson shall also ensure that the Municipal Auditor's performance is reviewed annually.~~

3. A Vice Chairperson shall be appointed and act in the place of the Chairperson during absences, unavailability or conflicts on interest of the Chairperson.

4. Municipal Auditor's role is to conduct the yearly financial audit of the Municipality's accounts and funds in order to provide an independent opinion on the financial condition of the Municipality, including confirmation that the funds and accounts of the Municipality clearly represent the financial position of the Municipality on a given date. The Auditor will meet with the Committee at least twice annually to review the engagement and audit process, materiality limits, timetable and proposed fees at the outset, followed by a review of the draft financial statements, management letter and Financial Information Return after the audit.

5. The Audit and Internal Control Committee shall report directly to the Council of the Municipality of the District of Shelburne and indirectly to the Chief Administrative Officer for operational and administrative support.

   The Audit and Internal Control Committee must maintain minutes of its meetings and submit written reports to Council or Committee of the Whole.

6. The mandate of the Audit and Internal Control Committee shall be from November 1, 2016 to October 31, 2018, and is subject to renewal each two years thereafter according to Section 44(1) of the MGA and at the discretion of Council.

   The duration of the role of Chairperson and Vice-Chairperson shall be one-year. Annually, in November or the next scheduled meeting, an Election of Officers by Committee shall take place appointing a Chairperson and Vice-Chairperson.

7. It is expected that all members of the Audit and Internal Control Committee will adhere to the *Municipal Conflict of Interest Act*, disclosing any pecuniary or indirect pecuniary interest in any matter before the Committee and refraining from taking part in, or trying to influence either before or after the meeting, any directions or decisions respecting such matters. Any breach of this guideline will require the Chairperson to ask Council to remove that member and appoint another member in their stead. If the breach is by the Chairperson, this shall be reported to Council by the Vice Chairperson.

8. All meetings of the Audit and Internal Control Committee are considered public, except those matters deemed to be private and confidential in nature and subject to Section 22 of the Municipal Government Act. Minutes and subsequent resolutions of such meetings shall be recorded and publicly available upon approval by the Committee. Information and reports of the Committee shall be subject to normal Freedom of Information and Protection of Privacy (FOIPOP) regulations

9. All communications and messaging from the Audit and Internal Control Committee's work and activities shall come solely from the Chairperson or their designate. It is expected that all decisions of the Committee will be supported by all members of the committee upon ratification. This does not limit the ability of individual member's from speaking freely with the media, but in all such cases the individual committee member should be clear that it is their personal opinion and not that of the Audit and Internal Control Committee.

~~**Role of Director of Finance**~~

~~Director of Finance shall carry out the functions and roles as directed by the Audit and Internal Control Committee from time to time, and shall act as a staff resource to the Committee. This person shall lead the research and report writing aspect of the Committee's work to ensure the Committee has the best available information upon which to make a decision or recommendations to Council.~~

~~Frequency of~~ Meetings Requirements

1. Meetings of the Audit and Internal Control Committee shall be held whenever circumstances demand such a meeting, however the Committee must meet at least two times per fiscal year. The Committee will generally meet on the third Tuesday of the month at 10:00 am ~~on such day as the Committee decides at the first meeting of the Committee, with such meetings taking place at the time agreed to by the Committee~~. Additional meetings may be held, or the above meetings date and times changed, when agreed to by consensus of the Committee and prior notification is provided to ~~Council~~ Committee members;

2. It is recommended that the Committee meet at least four times, and the meeting should coincide with the stages of the audit. The following topics should be included on the Committee's agenda:
    a. Role and responsibilities of the auditor;
    b. Review of the roles and responsibility of the Committee;
    c. Appointment of municipal auditor;
    d. Quarterly financial information;
    e. Audited Financial Statements and auditor's work;
    f. Management or Internal Control letter and management's response;
    g. Adequacy and effectiveness of internal controls;
    h. Financial condition indicators; and
    i. Financial risk management.

3. No decisions may be made at any Audit and Internal Control Committee meeting unless at least one elected representative and two community representatives are present, this will constitute a quorum. All decisions of the Audit and Internal Control Committee shall be made by majority vote of committee members. Where a majority is not forthcoming, the vote shall be determined in the negative.;

4. Agendas will be developed to address its terms of reference and responsibilities; and

~~Minutes and recommendations of the Audit and Internal Control Committee shall be provided to each member of the Committee within a reasonable time after the conclusion of such meeting. Director of Finance will endeavour to provide each member of the Committee with the agenda and required supporting documentation at least five days prior to every meeting~~;

5. There will on occasion, be a need for the auditor to meet with the Committee, without any appointed officials present. The would be accommodated through a request by either the Committee or the auditor to one another.

~~Resources~~

~~The Audit and Internal Control Committee shall have access to the resources of the Director of Finance, and the Municipal Auditor through the Director of Finance, to undertake the required research it needs in order to make the most appropriate decisions in a timely manner. Requests for resources above the annual budgeted amount for auditor fees shall be made by the Committee through the Chairperson to Council, on an as needed basis.~~

~~Decision Making Process~~

~~The Committee has authority to oversee and facilitate the audit process by giving direction to the auditor, but must seek council's approval to change the terms and conditions of an audit or expend funds above those approved in the annual budget.~~

~~Reporting~~

~~At least quarterly, the Director of Finance and Chairperson shall provide written reports to Council concerning the Committee's work plan, focus and directions. Should Council require, an oral presentation may be requested of the Chairperson at any time if Council wishes to have further clarification or reporting on the Committee's work.~~

Responsibilities and Functions

~~Audit and Internal Control Committee shall be responsible for overseeing the financial processes and policies of the Municipality, request and analyze information brought before it, seek additional information when necessary, discuss options, and make timely decisions and recommendations to Council that are in the best interests of residents and businesses. To this end, Audit and Internal Control Committee shall endeavour to carry out the following functions:~~

The functions of the Audit and Internal Control Committee are categorized as follows:

1. **Financial Reporting Function – Responsibilities Related to the Financial Reporting**
   The Committee shall:
   a. Review the audited annual financial statements in depth with management and external auditor; if satisfied that they present fairly the financial position and results of operations, recommend their acceptance to Council;
   b. Review with management any changes in accounting principles and practices followed by the Municipality;
   c. Review any significant variance in comparison to prior year and/or budget; and
   d. Review and discuss the financial condition indicators.

2. **External Audit Function – Responsibilities Related to the Work of the Auditor**
   The Committee shall:
   a. Discuss the extent, timing and completion of the audit including the level of materiality to be used;
   b. Review estimated and final audit fee;

c. Discuss whether the terms of the letter of engagement were met;
d. Recommend to Council the change of the municipal auditor if management questions the competence of the incumbent auditor and the Committee confirms the view; the recommendation to appoint a new auditor would follow an adequate inquiry into the auditor's competence and reputation;
e. Review the problems and restrictions encountered by the auditor and degree of cooperation received; and
f. Promote cooperation between management and the auditor.

3. **Accounting System and Internal Controls Function – Responsibilities Related to Internal Controls**

The Committee shall:

a. Obtain and review the management and internal control letter addressed to Council;
b. Discuss with the auditor the annual evaluation of the internal control system related to the financial reporting and the recommendations for improvements of accounting procedures and internal controls related to the financial reporting, together with management's response;
c. Discuss management's response to the recommendations and adequacy of management's action plan;
d. Obtain reasonable assurance that the municipality has implemented appropriate systems of internal controls:
    i. Over the financial reporting and that these systems are operating effectively;
    ii. Obtain assurance the Municipality is in compliance with its policies and procedures and that these systems are operating effectively; and
    iii. Identify, monitor, mitigate and report significant financial or operational risk exposures and that these systems are operating effectively; and
e. Receive and review any internal reports relating to accounting procedures and internal controls.

4. **Risk Management Function – Responsibilities Related to Risk Management**

The Committee shall:

a. Understand the risks of the Municipality;
b. Review the Municipality's risk management controls and policies;
c. Obtain reasonable assurance that management's systems to eliminate or manage the risks are effective; and
d. Receive reports on the management of financial risks.

5. **Alleged Wrong-Doing Function – Responsibilities Related to Questionable Activities**

The Committee shall:

a. Enquire fully into any activities or transactions that may be illegal, questionable or unethical, and into the Municipality's control procedures to ensure that such activities are being guarded against;
b. Ensure management has implemented a policy and/or process to review and respond to complaints or allegations of wrong-doing or questionable acts by elected officials, or municipal employees; and

c. Review and advise Council members with respect to complaints or allegations of wrong-doing.

6. **Statutory and Regulatory Compliance Function and Other Responsibilities**

The Committee shall:

a. Review the Municipality's compliance with statutory and regulatory obligations within the Committee's area of responsibility;
b. Review the overall reasonableness of expense of the CAO and Council members. Specifically review the summary of remuneration and expenses schedule for reasonableness;
c. Review the annual summary hospitality expense note; and
d. Review adequacy of staffing in relation to both number and competence for accounting and financial responsibilities.

~~**Risk Management and Internal Controls**~~

~~1. Review the Municipality's system of internal controls.~~

~~2. Review the Municipality's financial policies.~~

~~3. Complete a financial risk assessment to ensure all financial risks are identified, assessed and mitigation strategies or policies developed and implemented.~~

~~4. Review of the security of financial information, financial hardware and software, and development of business interruption plans.~~

~~5. Review of financial compliance with provincial and federal regulations.~~

~~**Investments**~~

~~6. Review the Municipality's investment portfolio and investment policy to ensure both are compliant with legislation and maximize the Municipality's financial performance and resources.~~

~~**Banking Services**~~

~~7. Review and assess the Municipality's banking services at least six months prior to any contract expiry to determine if a new procurement process is required or if the current contract should be negotiated to be extended with the same or different conditions.~~

~~8. Review the current banking services contract at any time to ensure the Municipality is maximizing liquid and long term investments effectively, subject to provincial and federal legislation.~~

~~**Insurance Coverage**~~

~~9. Periodically review the adequacy of the Municipality's insurance policy and coverages to ensure the Municipality has appropriate insurance coverage to cover significant risks and uncertainties.~~

Approved by Council: November 3, 2016

Amended by Council: October 22, 2018

Amended by Council:_____(Amended to reflect new legislation requirements)

7.(e)

Municipality of Shelburne

STAFF REPORT

TO: Council

FROM: Erin Hartley, Director of Corporate Services

APPROVED BY: Tom MacEwan, Chief Administrative Officer

DATE: May 13, 2019

SUBJECT: **Hospitality Policy Amendment – May 2019**

ORIGIN

New provincial requirements that must be included in a hospitality policy.

RECOMMENDATION

THAT Council of the Municipality of the District of Shelburne approve the attached Hospitality Policy as amended.

DISCUSSION

The Hospitality Policy is required to be updated to meet provincial standards.

The amended policy includes more detailed information around authorization, policy directives, permitted expenses, reporting requirements and review requirements.

One area to take specific note of is that the regulation changes require hospitality expenses be recorded and posted for public viewing on our website quarterly. A hospitality expense form will be required to be completed by Council members and staff for any hospitality related expenses.

ATTACHMENTS

- Amended Hospitality Policy.

Municipality of Shelburne

Policy 28
HOSPITALITY

POLICY PURPOSE

28.1 It shall be the policy of the Municipality of the District of Shelburne to ~~have a straightforward and clear policy for the reimbursement of hospitality expenses incurred while performing required employment functions with the Municipality.~~ provide direction and guidance with respect to the appropriate expensing of necessary hospitality expenses that support government's objectives.

28.2 To ensure hospitality is offered in an accountable, economical and consistent manner in the facilitation of government business and/or for reasons of diplomacy, protocol, business development or promotional advocacy.

28.3 To ensure taxpayers' dollars are used prudently and responsibly with a focus on accountability and transparency.

POLICY AUTHORITY

28.4 Pursuant to the *Municipal Government Act* of Nova Scotia, each municipality shall adopt a hospitality policy~~, including alcohol purchases, approval process, and reporting.~~

POLICY DETAILS

~~28.3 No reimbursement for hospitality expenses shall be provided to any member of Council or staff, including the purchase of alcohol.~~

~~28.4 Annually, Council shall publicly report that no hospitality expenses were incurred during the previous fiscal year by July 31st of the following year; such report to be filed with the Minister of Municipal Affairs by September 30th of the following year.~~

28.5 Expense Authorization:

a) All hospitality events require prior authorization on the Municipality's Hospitality Expense Authorization form.

b) A request for prior authorization for hospitality events requires the following information:

i. rationale/purpose of the event;
ii. estimated numbers of attendees and their respective affiliations;
iii. if alcohol is to be provided at the event, the reasons that the provision of alcohol is appropriate and warranted in the circumstances;
iv. estimated itemized costs including gratuities and supplementary expenses, broken down into categories of meals, gifts, meeting space and other.

c) Requests for hospitality events shall be reviewed by either the CAO or their designate, or Council, who shall consider the value and benefit of the proposed event in relation to its cost in deciding whether to approve the hospitality event. No person shall authorize their own expense.

d) In instances where a hospitality event has been held without prior approval, claims for reimbursement must provide the details outlined above and also include an explanation outlining the reasons prior approval was not possible.

e) Prior to reimbursement of hospitality expenses the Hospitality Expense form must be completed with final figures including supporting itemized receipts, and shall be signed by either the CAO or their designate, or Council

f) Every attempt will be made for hospitality expenses to be invoiced directly to the Municipality or be paid with the Municipal credit card; however, in instances where an individual is required to incur a hospitality expense, the individual will submit a separate expense claim form for reimbursement. An individual can not be reimbursed for alcohol purchases.

28.6 Policy Directives:

a) This policy shall apply to all members of Council and employees of the Municipality;

b) A hospitality event is a reception, ceremony, conference, or other event that involves hosting individuals from outside the Municipality. Hospitality may be offered under the following circumstances in accordance with this policy:

i. Hosting foreign dignitaries, ministers, other municipal units, etc;

ii. Engaging in official public matters with representatives from other governments, business, industry or labour leaders, or other community leaders;

iii. Sponsoring or hosting conferences;

iv. Hosting ceremonies / recognition events; and

v. Other official functions, as approved by the CAO, their designate or Council.

c) Approved expenditures may include:

i. Meals;

ii. Gifts;

iii. Meeting Space;

iv. Other expenses as approved by the Chief Administrative Officer, their designate or Council.

d) While the standard for hospitality is the provision of non-alcoholic beverages, the provision of alcohol in the context of hospitality for reasons of diplomacy, protocol, business development or promotional advocacy is deemed an acceptable expense in

limited circumstances. Any request for approval to serve alcohol at a hospitality event must have prior approval by either the CAO or their designate, or Council.

i. The Municipality, its employees and members of Council are expected to act responsibly in the use of public funds and in the care and well-being of themselves, other employees and their respective guests with respect to the serving of alcohol.

ii. The Municipality will demonstrate good judgment in the reasonableness of the quantity and expense of alcoholic beverages offered to guests.

iii. If alcohol is provided at a hospitality event, food must be served.

28.7 Reporting Requirements:

a) The Municipality must prepare a hospitality expense report at the end of each fiscal quarter;

b) The Municipality must post the quarterly hospitality expense reports on the Municipal website within 90 days of the end of each fiscal quarter; and

c) The Municipality must prepare an annual summary schedule to be filed with the Minister, which complies with their financial reporting requirements, by September 30th of each year.

Financial Information Return (FIR) Statement of Hospitality Expenses Schedule		
Hospitality Event	**Quarter**	**Expenses**
Meals and Beverage Expenses		
Gifts		
Meeting Space		
Other		
Quarter Total		

28.8 Review Requirements:

a) Annually, the Municipality's Audit and Internal Control Committee must review the Annual Summary Schedule; and

b) By January 31st, immediately following a regular election, Council shall review the hospitality policy; either re-adopt or adopt an amended policy.

THIS IS TO CERTIFY that the Council of the Municipality of the District of Shelburne duly passed the policy respecting Hospitality on the 22nd day of January, 2018.

SIGNED this _____ day of _____, 2018

_____

WARDEN

_____

CHIEF ADMINISTRATIVE OFFICER

Approved by Council: January 22, 2018

Effective Date: January 22, 2018

Amended Date: _____ (Amended to reflect new legislation requirements)

7.(f)

Municipality of Shelburne

STAFF REPORT

TO:	Council
FROM:	Erin Hartley, Director of Corporate Services
APPROVED BY:	Tom MacEwan, Chief Administrative Officer
DATE:	May 13, 2019
SUBJECT:	**Council and Staff Expense Policy**

ORIGIN

New provincial requirements that must be included in an expense policy.

RECOMMENDATION

THAT Council of the Municipality of the District of Shelburne approve the attached Council and Staff Expense Policy, including the repeal of the Council and Non-Union Staff Travel Policy.

DISCUSSION

The Council and Non-Union Staff Travel Policy is required to be updated to meet provincial standards. It is being recommended that the current policy be repealed and replaced with the attached Council and Staff Expense Policy. The proposed policy is based on the Association of Municipal Administrations of Nova Scotia's Expense Reimbursement Policy template.

The Expense Policy includes more detailed information around authorization, responsibility, permitted expenses, reimbursement limits, travel advances, credit cards, expense claims, misappropriation of funds, reporting requirements and review requirements.

One area to take specific note of is that the regulation changes require expenses for Councillors and CAO be recorded and posted for public viewing on our website. The website format created to comply with these regulations is based on a monthly submission by each Councillor. In order for this system to be transparent and reflect actual expenditures, it is being recommended that Council and Staff submit expense forms monthly.

ATTACHMENTS

- Council and Non-Union Staff Travel Policy
- Draft Council and Staff Expense Policy

COUNCIL AND NON-UNION STAFF TRAVEL

POLICY PURPOSE

2.1 It shall be the policy of the Municipality of the District of Shelburne to have a standard travel policy for elected council members and non-union staff that clearly sets out what travel costs are reimbursable and the designated amounts.

POLICY DETAILS

2.2 Council members and non-union staff covered by this policy shall be eligible for reimbursement for travel costs incurred when such costs are authorized by Council or Chief Administrative Officer according to the criteria noted below.

TRAVEL

2.3 Council members and non-unionized staff shall be reimbursed for expenses incurred according to this policy when travelling to attend the following as authorized by Council or Chief Administrative Officer:

a. meetings of Union of Nova Scotia Municipalities and Association of Municipal Administrators, Nova Scotia
b. meetings of Committees, Boards or other Agencies for which the person is appointed by Council and authorized by the Chief Administrative Officer
c. attendance at conferences or workshops where council or the Chief Administrative Officer has approved such attendance in advance
d. attendance at any meeting or function where the council member or non-union staff member has been officially invited as part of their role as a member of council or administration and for which they will play a designated role during the meeting or function
e. meetings of Council

2.4 All council travel within one's electoral district is deemed to be incidental to the discharge of ones' duties and included in the one-third tax free allowance of the elected officials' remuneration.

2.5 All council members and non-union staff shall be reimbursed for the use of one's private vehicle when on approved travel at a kilometre rate equal to the Province of Nova Scotia's current mileage rate.

2.6 Council members and non-union staff that choose to rent a vehicle for approved travel shall be reimbursed for the exact costs of the rental and gas purchase associated with the rental if supported by the original receipts.

2.7 Persons covered by this policy shall be reimbursed for the most economical travel method available considering the distance and location, including airfare, bus, taxi, parking, etc. if supported by original receipts.

2.8 All persons covered by this policy are encouraged to carpool whenever possible to reduce travel costs.

REGISTRATION FEES

2.9 Registration fees that are payable for approved training shall be reimbursed for all council members and non-union staff.

MEALS

2.10 Meals required to be obtained while travelling on approved municipal business which requires the elected official or non-union staff member to be away from home shall be reimbursed at cost if supported by the original receipt and deemed to be reasonable based on the location of the meal, and be approved by the Chief Administrative Officer. Should a member of council disagree with a decision of the Chief Administrative Officer in this respect, a right of appeal to Council shall exist.

2.11 No reimbursement shall be made for meals which are provided as part of a conference or workshop where such registration fee includes specific meals.

2.12 Alcohol is not a reimbursable expense.

ACCOMMODATIONS

2.13 When travel on municipal business requires a person to be away from home for one or more nights, the person shall be entitled to reimbursement for the total cost of the hotel stay if supported by the original receipt. Such hotel shall be obtained seeking the best possible rate for reasonable accommodations.

INCIDENTALS

2.14 When away on approved municipal business, elected officials and non-union staff shall be reimbursed for incidental charges upon submission of a receipt for items like phone calls, etc. subject to approval of the Chief Administrative Officer.

REIMBURSEMENT APPLICATION

2.15 All applications for travel reimbursement shall be submitted on the authorized municipal travel expense claim form and be signed by the Chief Administrative Officer when approved for payment. Such claims shall be made not less than monthly.

PUBLIC REPORTING

2.16 Approved expense claims for all members of council and Chief Administrative Officer shall be publicly reported quarterly within 90 days of the end of each fiscal quarter.

REPEAL

2.17 Council and Non-Union Staff Travel Policy adopted by the Council of the Municipality of the District of Shelburne on October 20, 2016, is hereby repealed.

THIS IS TO CERTIFY that the Council of the Municipality of the District of Shelburne duly passed the policy respecting Council and Non-Union Staff Travel on the 22nd day of January, 2018.

SIGNED this _____ day of _____, 2018

_____

WARDEN

_____

CHIEF ADMINISTRATIVE OFFICER

Approved by Council: January 22, 2018

Effective Date: January 1, 2018

Municipality of Shelburne

Policy 2

COUNCIL AND STAFF EXPENSE

Policy Statement

2.1 It shall be the policy of the Municipality of the District of Shelburne to safeguard the appropriate use of municipal funds through the establishment of uniform standards and procedures respecting reimbursement of expenses incurred by Council members, the Chief Administrative Officer ("CAO"), and Municipal employees in relation to Municipal business.

Authorization

2.2 Requests for expenses shall be reviewed and approved by either the CAO, or their designate, or Council.

Individual Responsibilities

2.3 Everyone who incurs an expense in relation to municipal business is responsible for:

1) familiarizing themselves and complying with the provisions of this policy;
2) completing and submitting expense claims with necessary supporting documentation;
3) exercising reasonable diligence and care in incurring expenses prudently and responsibly; and
4) with respect to travel, cancelling reservations as required, safeguarding travel advances and funds provided, and considering alternatives to travel such as teleconferencing and videoconferencing.

Permitted Expenses

2.4 Subject to and in accordance with this policy, the following expenses incurred by a member of Council, the CAO or a Municipal employee are eligible for reimbursement:

1) Authorized travel within Nova Scotia, including transportation, accommodation and meal costs;
2) Pre-approved out-of-province travel, including transportation, accommodation and meal costs;
3) Pre-approved training or continuing education costs.

Authorized Travel

2.5 Council members shall be reimbursed, in addition to any allowance for expenses incidental to the discharge of the duties of such persons as elected officers pursuant to the Council Remuneration Policy, for the reasonable expenses incurred in attending:

1) the annual meeting of the Nova Scotia Federation of Municipalities;
2) meetings or conferences at which the Council member's attendance is authorized or requested by Council;
3) Council and Committee of Council meetings;
4) a meeting of any Board, Commission, Committee or other organization to which the Council member has been appointed by Council, except that no reimbursement shall be provided by the Municipality if the Council member is entitled to reimbursement of expenses directly from the applicable organization;
5) in the case of the Warden and Deputy-Warden, attendance at functions, meetings or conferences involving less than [$] in reimbursable expenses in respect of which one or more municipal representatives has been invited or requested or would otherwise reasonably be expected to attend, unless Council has specifically directed the Warden or Deputy-Warden not to attend;
6) in the case of a Councillor, attendance on behalf of the Municipality at a function identified in the previous subsection of this policy, involving less than [$] in reimbursable expenses provided that such attendance is either:

    i. at the request of the Warden or Deputy-Warden to attend in lieu of the Warden or Deputy-Warden;
    ii. at the request of the Warden or Deputy-Warden to attend as a Councillor for a district which has a special interest in, or connection with the subject of the meeting or conference or because of special knowledge and experience of the Councillor relative to the subject of the meeting or conference.

7) a training or continuing education event in accordance with the provisions of this policy concerning training and education.

2.6 The CAO, including an employee of the municipality delegated any of the responsibilities or powers of the CAO pursuant to subsection 29(b) of the *Municipal Government Act*, shall be reimbursed for the reasonable expenses incurred in attending:

1) the annual meeting of the Association of Municipal Administrators, Nova Scotia;

2) meetings or conferences at which the CAO's attendance is authorized or is requested by Council;

3) attendance at any Council or Committee of Council meeting;

4) attendance at a meeting of any Board, Commission, Committee or other organization to which the CAO has been appointed by Council, except that no reimbursement shall be provided by the Municipality if the CAO is entitled to reimbursement of expenses directly from the applicable organization;
5) attendance at functions, meetings or conferences involving less than [$] in reimbursable expenses in respect of which one or more municipal representatives has been invited or requested or would otherwise reasonably be expected to attend, unless Council has specifically directed the CAO not to attend; and
6) a training or continuing education event in accordance with the provisions of this policy concerning training and education.

2.7 An employee of the Municipality shall be reimbursed for the reasonable expenses incurred in attending:

1) the annual meeting of the Association of Municipal Administrators, Nova Scotia;
2) meetings or conferences at which the employee's attendance is authorized or is requested by the CAO;
3) attendance at any Council or Committee of Council meeting;
4) attendance at a meeting of any Board, Commission, Committee or other organization to which the employee has been appointed, except that no reimbursement shall be provided by the Municipality if the employee is entitled to reimbursement of expenses directly from the applicable organization;
5) attendance at functions, meetings or conferences involving less than [$] in reimbursable expenses in respect of which one or more municipal representatives has been invited or requested or would otherwise reasonably be expected to attend, unless the CAO has specifically directed the employee not to attend; and
6) at a training or continuing education event in accordance with the provisions of this policy concerning training and education.

Out-of-Province Travel Authorization

2.8 All requests for out-of-province travel shall be made in writing and shall contain the following information:

a) the purpose and duration of the trip;
b) the location(s) to be visited;
c) the dates and times of arrival and departure;
d) any pre-paid transportation, meals, or accommodation; and
e) any other anticipated expenses.

2.9 All requests for out-of-province travel by Council members shall be approved by Council, based on the FCM Attendance Policy, who shall consider the necessity for travel based on the information provided.

2.10 When two or more out-of-province travel requests are made by Council members for the same purpose, the CAO in discussion with the Warden shall determine the appropriate number of persons necessary to represent the Municipality.

2.11 All requests for out-of-province travel by the CAO shall be reviewed by the Mayor, who shall follow the same guidelines established for Council members.

2.12 All requests for out-of-province travel by Municipal employees shall be reviewed by the CAO, who shall follow the same guidelines established for Council members.

2.13 If a request for out-of-province travel is approved, and the Claimant (not the Municipality) pays all or some of the expenses for the travel, the Claimant will be eligible for reimbursement of those expenses after submitting an expense claim in accordance with this policy.

Training and Continuing Education

2.14 If the Municipality has established a training and education budget expense item, a member of Council, the CAO, or a Municipal employee may apply to the applicable Signing Authorities in advance for approval to incur expenses out of this budget for training or education, provided that:

1) the request is made in writing, and includes an estimate of all costs that will be incurred, including the course or enrollment fee and all required transportation, accommodation and meal costs;
2) the training or education course, meeting or conference, is related to municipal government;
3) in the case of a Council member, the course, meeting or conference is completed prior to the next municipal election date;
4) the budget for training and education for the year has not been exhausted and would not be exceeded by authorizing the request;
5) the Claimant shall reimburse the Municipality for the cost of all or, alternatively the pro-rated cost of a portion, of any enrollment fees in the event of failure to attend all, or alternatively some, of the event without reasonable justification; and
6) a brief written summary is provided by the Claimant describing the nature and benefits of the training and education at the time of submitting an expense claim for reimbursement.

2.15 If an application to incur expenses in relation to training or education is approved, and the Claimant (not the Municipality) pays all or some of the pre-approved expenses, the Claimant will be eligible for reimbursement of those expenses after submitting an expense claim in accordance with this policy.

Limits on Reimbursement of Expenses

2.16 Notwithstanding any other provision of this Policy, the following limits shall apply to the reimbursement of expenses:

1) A Claimant shall only be reimbursed for costs that they have incurred;
2) The expenses of a Council member for political activity associated with election or re-election is not reimbursable by the Municipality;
3) Airplane travel shall be booked by Municipal staff or shall only be reimbursed at the lowest rate which would have been available if Municipal staff had booked the airfare;
4) Hotel accommodations shall not exceed the cost of a standard room, double occupancy, except when hotel accommodation has been booked by Municipal staff for out of province hotels. Hotel upgrades shall be at the personal expense of the Claimant unless there are ergonomic necessities attributable to physical requirements including, but not limited to, wheel chair accessibility;
5) Reimbursement of only one personal long-distance phone call shall be permitted for each night of overnight travel;
6) Reimbursement for meals shall not exceed the per diem meal amounts set out in this policy, except in the case of out of province travel, in which event the applicable Signing Authorities may authorize reimbursement of meal expenses to a comparable standard;
7) The cost of any alcoholic beverages shall not be reimbursed;
8) Late fees, interest and surcharges incurred on a personal credit card shall not be reimbursed;
9) When personal and Municipal travel is combined, only documented expenses directly related to the Municipal portion are reimbursable. Extended travel time and related expenses are at the traveler's own expense;
10) Reimbursement shall not be provided for loss of personal effects; for medical and hospital treatment; for purchase of luggage, clothing and other personal equipment; or for personal services such as shoe shines, valet services, dry-cleaning, laundry, haircuts and other personal services; and
11) There shall be no reimbursement of travel and related expenses for individuals other than a Council member, the CAO, or an employee of the Municipality.

Travel Advances

2.17 Advances are intended to cover out of pocket expenses incurred during travel. The following limits shall apply to the use of advances:

1) all advances must be approved by the CAO;
2) advances will only be issued where an overnight stay is required;
3) advances will not be made for less than $200;
4) the CAO must not approve an advance unless the CAO is satisfied that there is a reasonable need for the advance;

5) upon completion of the travel for which an advance has been made, the recipient must complete an expense claim in relation to the travel costs that reconciles the amount of the advance with the actual reimbursable expenses incurred. The recipient must repay any part of the advance owing to the Municipality upon completing the travel.

Use of Municipality Credit Cards

2.18 The following limits shall apply to the use of Municipal credit cards:

1) the use of travel advances is prohibited if the Claimant has a Municipal credit card;
2) Municipal credit cards shall only be used for expenses that are permitted under this policy, and without limited the generality of the foregoing, shall not be used for cash advances or personal expenses;
3) reimbursement for interest incurred on a Municipal credit card is prohibited.

Per Diem Meal Allowances

2.19 For each day or part day when overnight accommodation forms part of an authorized expense, the Claimant shall be reimbursed for reasonable meal purchases with detailed itemized receipt. This allowance includes gratuities and taxes.

2.20 Claimants whose religious beliefs or medical requirements prohibit them from consuming certain foods should be aware that appropriate meals can normally be obtained from caterers, provided that adequate notice of a special requirement is given. Should special dietary requirements negate the ability to participate in a meal that is provided free of cost, and as a result the Claimant must pay for a meal, shall be paid a meal allowance for that meal.

Kilometrage

2.21 The kilometrage allowance reimbursed for Claimants using personal vehicles for authorized travel shall be at the provincial rate.

2.22 Where several Council members, the CAO, and/or employees of the Municipality, or any combination thereof, attend the same meeting, conference or function, each shall make reasonable efforts to share a vehicle.

Vehicle Rentals

2.23 The cost of rental of a vehicle shall be a reimbursable expense in instances where:

1) reasonable ground transportation services such as public transit, taxis or hotel shuttles are unavailable; or

2) two or more Council members, the CAO, and/or employees of the Municipality, or any combination thereof, are traveling together, and it is more economical than the combined cost of other reasonable ground transportation.

2.24 Compact, economical vehicles must be used unless three or more persons are travelling together, the bulk or weight of goods being transported necessitates a larger vehicle, or a compact, economical vehicle is unavailable.

2.25 For the protection of the Claimant and the Municipality, Claimants must ensure that adequate insurance (collision, comprehensive and third-party liability insurance) is in place for all drivers by either renting the vehicle using a personal credit card with an insurance option, or by purchasing a policy from the rental agency. The applicable deductible must be the lowest available given the coverage described above.

Expense Claims

2.26 Expense claims must be submitted on the form provided from time to time by the Municipality and shall be signed by the Claimant.

2.27 The business reason for each expense must be submitted with all expense claims and a detailed itemized receipt is required for all expense claims.

2.28 If no receipt is available, a written attestation signed by the Claimant must be submitted to explain why the receipt is unavailable, and a description itemizing and confirming the expenses must be provided. Debit or credit card transaction records are not acceptable as receipts.

2.29 Expenses incurred by one individual on behalf of another must be attributed to the individual for whom those expenses were incurred.

2.30 No expense claim shall be paid unless the claim is first approved for payment by authorized personnel. Before approving an expense claim, a Signing Authority must ensure that:

1) the claim is consistent with this policy;
2) the expenses claimed were necessarily incurred in the performance of municipal business;
3) appropriate receipts are provided to support the claim, and the claim documentation is appropriately filed;
4) the expenses claimed have appropriate justification; and
5) all requirements, as determined by the municipal audit committee, have been fulfilled.

2.31 In considering an expense claim for payment, a Signing Authority may request additional

explanations, documentation or justification from the Claimant, and may refuse to approve any claim or expense that the Signing Authority decides is unreasonable or not in compliance with this policy.

2.32 The use of petty cash to pay an expense claim is prohibited.

Timeframe

2.33 A claim for reimbursement of an expense shall be submitted for approval within thirty (30) days of the end of the month in which the expense was incurred.

2.34 Expenses must be submitted and charged to the year in which they occurred. Expenses cannot be carried forward to future years.

2.35 Claimants who charge for goods or services in a fiscal year must have received the goods or services from the vendor in that fiscal year.

Fraud, Misuse or Misappropriation of Municipal Funds

2.36 Fraudulent irregularity, misuse or misappropriation of Municipal funds may result in disciplinary action up to and including termination of employment.

2.37 Suspicious activity and potential misuse of funds must be reported to the CAO or Council.

Reporting Requirements

2.38 Pursuant to section 65A of the *Municipal Government Act*, the CAO shall ensure that the the Municipality does the following:

1) Within 90 days of the end of each fiscal quarter, prepares and posts an expense report on the Municipal website for the Warden, CAO (including an employee of the Municipality delegated any of the responsibilities or powers of the CAO pursuant to subsection 29(b) of the *Municipal Government* Act) and each member of Council on their expenses regarding the following:

    a) Travel and travel related expenses, including transportation, accommodation and incidentals;
    b) Meals;
    c) Training and education.

2) By September 30th of each year, prepares and files with the Minister of Municipal Affairs an annual summary report that summarizes the expense reports for the preceding fiscal year, that is compliant with the requirements of the Department of Municipal Affairs and the requirements set out in the Financial Reporting and

Accounting Manual.

Review Requirements

2.39 The Municipal Audit and Internal Control Committee shall review the expense annual summary report by October 31st of each year.

2.40 By the January 31st immediately following a regular election held under the *Municipal Elections Act*, Council shall review this policy and, following a motion by Council, either re-adopt the policy or amend the policy and adopt the policy as amended.

Repeal

2.41 Council and Non-Union Staff Travel Policy adopted by the Council of the Municipality of the District of Shelburne on January 22, 2018, is hereby repealed.

THIS IS TO CERTIFY that the Council of the Municipality of the District of Shelburne duly passed the policy respecting Council and Staff Expense on the _____ day of _____, 2019.

SIGNED this _____ day of _____, 2019.

_____

WARDEN PENNY SMITH

_____

CHIEF ADMINISTRATIVE OFFICER, TOM MACEWAN

Approved by Council: _____

Effective Date: _____

7.(9)

P.O. Box 670
168 Water Street
Shelburne, N.S.
B0T 1W0
Phone: (902) 875-2991
Fax: (902) 875-3932
cao@town.shelburne.ns.ca
www.town.shelburne.ns.ca

April 15th, 2019

Warden Penny Smith
Municipality of the District of Shelburne
136 Hammond Street
Shelburne, NS
B0T 1W0

Dear Warden Smith,

We are writing in the hopes of obtaining your support in the Town's effort for obtaining external funding for the Town of Shelburne Marine Terminal Facility. As you are no doubt aware, the Marine Terminal acts as a key regional economic development asset providing direct and indirect employment benefits for the entire southwest region of the province and Shelburne County in particular.

We require significant repairs to the terminal to help keep it operational. You letter of support will go a long way to helping indicate the regional importance of this asset and demonstrate the willingness of municipal units to support one another in their shared interests.

Thank you for your consideration,

Darren Shupe, CAO
Town of Shelburne

7.8)

Municipality of Shelburne | Naturally Yours

Inspection Department

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

MEMORANDUM

TO: Tom MacEwan, CAO

FROM: Andrew Goreham
Manager of Inspection Services

DATE: May 3, 2019

RE: April Monthly Building Report

Fiscal Year	2019/2020	2018/2019
Number of Permits Issued In Apr.	12	12
Number of Permits Issued to Date	12	12
Construction Values for Apr.	$ 694,000.00	$ 416,495.00
Total Construction to Date	$ 694,000.00	$ 416,495.00

Highlights:

- Residential New - $ 70,000.00
- Industrial New - $600,000.00

Yours very truly,

Andrew Goreham, CRBO, CFI
Director of Inspection Services

Andrew Goreham, Manager of Inspection Services
andrew.goreham@municipalityofshelburne.ca