



Municipality of  
**Shelburne**

Naturally Yours

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

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REGULAR SESSION OF THE 52<sup>nd</sup> COUNCIL  
OF THE  
MUNICIPALITY OF THE DISTRICT OF SHELburne  
Monday, March 29, 2021  
6:00 pm  
**AGENDA**

1. **Call to Order:**
2. **Approval of Agenda:**
3. **Administration:** (\*Resolution Prepared)
  - (a) Town of Lockeport Fire Truck – Rescind Temporary Borrowing Resolution\* (Pg 1-2)
4. **Finance:** (\*Resolution Prepared)
  - (a) 2021/22 Capital and Operating Budgets and Five-Year Plan\* (Pg 3-11)
5. **Other:** (\*Resolution Prepared)
  - (a) MGA Amendments – Accessibility Funding (Pg 12-13)  
For information visit [https://nslegislature.ca/legc/bills/63rd\\_3rd/1st\\_read/b047.htm](https://nslegislature.ca/legc/bills/63rd_3rd/1st_read/b047.htm)
6. **Adjournment:**

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Trudy Payne, CAO

[Trudy.Payne@municipalityofshelburne.ca](mailto:Trudy.Payne@municipalityofshelburne.ca)

[www.municipalityofshelburne.ca](http://www.municipalityofshelburne.ca)

Penny Smith, Warden

[warden@municipalityofshelburne.ca](mailto:warden@municipalityofshelburne.ca)



**STAFF REPORT**

**TO:** Council

**FROM:** Erin Hartley, Director of Corporate Services

**APPROVED BY:** Trudy Payne, Chief Administrative Officer

**DATE:** March 29, 2021

**SUBJECT:** Town of Lockeport Fire Truck – Rescind Temporary Borrowing Resolution

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**RECOMMENDATION**

That Council of the Municipality of the District of Shelburne rescind the motion made at the June 29, 2020 Council meeting titled “Town of Lockeport Fire Truck Purchase – Temporary Borrowing Resolution”.

**DISCUSSION**

At the June 29, 2020 Council meeting the following motion was made:

**MOTION: TOWN OF LOCKEPORT FIRE TRUCK PURCHASE – TEMPORARY BORROWING RESOLUTION**

Being duly moved and seconded, be it resolved that Council of the Municipality of the District of Shelburne approve a Temporary Borrowing Resolution in the amount of \$158,788 for the Town of Lockeport 2020 Fire Truck (Pumper), by reading the attached resolution prepared by the Province; and

THAT Council of the Municipality of the District of Shelburne authorize the Director of Corporate Services to sign and seal the Temporary Borrowing Resolution.

WHEREAS Section 66 of the Municipal Government Act provides that the Municipality of the District of Shelburne, subject to the approval of the Minister of Municipal Affairs and Housing, may borrow to expend funds for a capital purpose authorized by statute; and,

WHEREAS the Municipality has determined to borrow the aggregate principal amount of One Hundred Fifty-Eight Thousand Seven Hundred Eighty-Eight Dollars, (\$158,788) for the purposes of purchasing a fire truck; and

WHEREAS the municipality of the District of Shelburne, has adopted a capital budget for this fiscal year as required by Section 65 of the Municipal Government Act and are so authorized to expend funds for this capital purpose as identified in their capital budget;

**BE IT THEREFORE RESOLVED**

THAT under the authority of Section 66 of the Municipal Government Act, the Municipality may borrow a sum or sums not exceeding One Hundred Fifty-Eight Thousand Seven Hundred Eighty-Eight Dollars, (\$158,788) for the purpose set out above, subject to the approval of the Minister of Municipal Affairs and Housing;

THAT the sum be borrowed by the issue and sale of debentures of the Municipality of the District of Shelburne to such an amount as the Council deems necessary;

THAT the issue of debentures be postponed pursuant to Section 92 of the Municipal Government Act and that the Municipality borrow from time to time a sum or sums not exceeding One Hundred Fifty Eight Thousand Seven Hundred Eighty Eight Dollars (\$158,788) in total from any chartered bank or trust company doing business in Nova Scotia;

THAT the sum be borrowed for a period not exceeding Twelve (12) Months from the date of the approval of the Minister of Municipal Affairs and Housing of this resolution;

THAT the interest payable on the borrowing be paid at a rate to be agreed upon; and

THAT the amount borrowed be repaid from the proceeds of the debentures when sold.

- **MOTION CARRIED**

**BUDGET IMPLICATIONS**

The Municipality of the District of Shelburne will continue to contribute the funds to the Town of the Lockeport for its share of this purchase. Other funding options are being explored. There is an area rate in place for this vehicle.

**CONCLUSION**

Funding options may include using reserves, a loan, or providing a loan guarantee to the asset owner. If a loan is to be used, the Temporary Borrowing Resolution referenced in this motion would need to be reissued in any event since it is only in effect for 12 months. The anticipated arrival date of the fully operational fire truck is Fall 2021.



**TO:** Council

**FROM:** Trudy Payne, Chief Administrative Officer

**DATE:** March 29, 2021

**SUBJECT:** Proposed Motions for 2021-2022 Budget

**ORIGIN:** Council

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**PROPOSED MOTIONS FOR THE 2020-2021 BUDGET**

THAT Council of the Municipality of the District of Shelburne approve its 2021-2022 operating budget reflecting revenues and expenditures of \$7,553,882.

THAT the Council of the Municipality of the District of Shelburne approve a 2021-2022 residential tax rate of \$1.26 per \$100 of assessment, resource tax rate of \$1.26 per \$100 of assessment, and commercial tax rate of \$1.82 per \$100 of assessment.

THAT the Council of the Municipality of the District of Shelburne approve its 2021-2022 capital budget reflecting expenditures of \$3,738,000 and the proposed five- year plan.

That Council of the Municipality of the District of Shelburne set the 2021 -2022 interest rate on all types of overdue accounts (tax, sewer, area rate, tipping, septage, and so forth) to be 10%.

## **DISCUSSION**

The following are the strategic priorities for the fiscal year 2021-2022 as determined by Council:

1. Design and Construction of a new Administration Building
2. Development of an Eastern Shelburne County Accessibility Plan
3. Health Care
4. Development of a C&D Site Plan
5. Economic Development
6. Researching Financial Software programs to upgrade current software

The proposed operating and capital budgets provides funding for:

- Finalizing the plans and to begin construction of the new administration building.
- Developing an accessibility plan and undertaking accessibility upgrades to Welkum Park.
- A part time Community Navigator (a new role as part of Community Development Coordinator's responsibilities) and funding for health care initiatives such as scholarships, locum funding, recruitment and retention of health care professionals.
- Replacing the C&D scale, security cameras and for an additional .5 staff, plus funds for a casual staff member.
- Finalizing fibre to the home to the remaining 5% of residents making us, from what we understand, to be the first rural municipality in Nova Scotia to provide fibre to the home, the best internet in Canada. An investment in our economy, education, and community engagement.
- Investing in economic development by providing additional staff resources.
- Investing in trails and recreation.
- Addressing sludge remediation at the Sewer Treatment Plant.
- Investing in electronic records management (less paper = being greener).
- Supporting Community Groups through the continued grants to organization program and extending the Emergency Assistance Fund from \$15,000 to \$30,000 to aid non-profit groups during the pandemic.
- Sustaining Partnerships – i.e., regional planning, Shared Services.
- Maintaining and improving services for residents and businesses.

## **CONCLUSION**

The budget being presented to Council maintains the tax rates, maintains the interest rate at 10% - a rate that was reduced from 14% last fiscal to aid residents and businesses during the pandemic, investment in programs such as Grants to Community Groups; low-income property tax exemption; community litter clean up, Emergency Assistance Fund, volunteer recognition and makes additional investments in economic development and in infrastructure improvements.

## **ATTACHMENTS**

Proposed 2021-2022 Operating Budget

Proposed 2021-2022 Capital Budget

Proposed 5 year plan



Municipality of Shelburne  
2021/2022 General Operating Fund Revenue Expenses

For Period Ending  
March 31, 2022

**REVENUE**

<b>TAXES</b>	
ASSESSABLE PROPERTY	4,223,291.00
COMMERCIAL	542,612.00
RESOURCE	639,315.00
AREA RATES	33,302.00
BUSINESS PROPERTY	26,325.00
OTHER TAXES	240,000.00
<b>TOTAL TAXES</b>	<b>5,704,845.00</b>
<b>FEDERAL GOVERNMENT AND AGENCIES</b>	
GRANT IN LIEU	5,836.00
FEDERAL GOVERNMENT AGENCIES	400.00
<b>TOTAL FEDERAL GOVERNMENT AND AGENCIES</b>	<b>6,236.00</b>
<b>PROVINCIAL GOVERNMENT AND AGENCIES</b>	
PROVINCIAL GOVERNMENT	243,836.00
PROVINCIAL GOVERNMENT AGENCIES	9,311.00
<b>TOTAL PROVINCIAL GOVERNMENT AND AGENCIES</b>	<b>253,147.00</b>
<b>FEDERAL GAS TAX CONTRIBUTION</b>	<b>0.00</b>
<b>SALE OF SERVICES</b>	<b>947,855.00</b>
<b>RETURN ON INVESTMENT</b>	<b>20,000.00</b>
<b>UNCONDITIONAL TRANSFERS</b>	
PROVINCIAL GOVERNMENT	90,312.00
<b>TOTAL UNCONDITIONAL TRANSFERS</b>	<b>90,312.00</b>
<b>OTHER TRANSFERS</b>	
CGC FIRE DEPARTMENT DEBT SERVICE	0.00
TRANSFER FROM CAPITAL RESERVE	0.00
TRANSFER FROM SPECIAL PURPOSE RESERVE	18,610.00
LOAN PROCEEDS MFC ToFL 2020 FIRE TRUCK	0.00
TRANSFER FROM OPERATING RESERVE	416,137.00
TRANSFER FROM GAS TAX RESERVE	96,740.00
<b>TOTAL OTHER TRANSFERS</b>	<b>531,487.00</b>
<b>TOTAL REVENUE</b>	<b>7,553,882.00</b>



Municipality of Shelburne  
2021/2022 General Operating Fund Revenue Expenses

For Period Ending  
March 31, 2022

**EXPENDITURES**

**LEGISLATIVE**

WARDEN HONORARIUM	29,556.00
WARDEN EXPENSE	
DEPUTY WARDEN HONORARIUM	24,457.00
COUNCILLOR HONORARIUM	100,384.00
COUNCILLOR TRAVEL	15,000.00
ELECTIONS	0.00
UNSM FCM DUES	5,000.00
<b>TOTAL LEGISLATIVE</b>	<b>174,397.00</b>

**ADMINISTRATIVE**

SALARY	331,409.00
BENEFITS	57,460.00
INFORMATION TECHNOLOGY	129,170.00
PROFESSIONAL DUES	4,075.00
INSURANCE	49,381.00
CONTRACTED ADMIN SERVICES	92,000.00
ADVERTISING	22,500.00
POSTAGE	20,000.00
OFFICE SUPPLIES	14,000.00
TELEPHONE	12,780.00
LEGAL SERVICES	30,000.00
STAFF RELATIONS	3,000.00
OTHER GENERAL ADMIN	10,000.00
OCCUPATIONAL HEALTH & SAFETY	500.00
TRAVEL	10,500.00
STAFF TRAINING	5,000.00
EMPLOYMENT ASSISTANCE PROGRAM	832.00
<b>TOTAL ADMINISTRATIVE</b>	<b>792,607.00</b>

**TAXATION & ACCOUNTING**

SALARY	204,275.00
BENEFITS	30,904.00
AUDITING SERVICES	32,000.00
PROFESSIONAL DUES	
TRAVEL	
LOW INCOME TAX EXEMPTIONS	50,000.00
TAX EXEMPTIONS - COMMUNITY GROUPS	29,408.00
ALLOWANCE FOR APPEALS	20,000.00
TAX SALE	36,266.00
<b>TOTAL TAXATION &amp; ACCOUNTING</b>	<b>402,853.00</b>





Municipality of Shelburne  
2021/2022 General Operating Fund Revenue Expenses

For Period Ending  
March 31, 2022

<b>BUILDING SERVICES</b>	
COURT HOUSE - MAINTENANCE & REPAIRS	74,900.00
COURT HOUSE - INSURANCE	5,897.00
PUBLIC WORKS - MAINTENANCE & REPAIRS	9,500.00
PUBLIC WORKS - UTILITIES	8,200.00
PUBLIC WORKS-INSURANCE	7,717.00
PUBLIC WORKS-VEHICLE	5,000.00
<b>TOTAL BUILDING SERVICES</b>	<b>111,214.00</b>
<b>POLICE PROTECTION</b>	
RCMP	773,537.00
DNA	5,393.00
LOCKUP	118,068.00
<b>TOTAL POLICE PROTECTION</b>	<b>896,998.00</b>
<b>FIRE PROTECTION</b>	
MUNICIPAL FIRE DEPARTMENT GRANTS	242,048.00
SHELburne FIRE DEPARTMENT GRANT	80,690.00
LOCKEPORT FIRE DEPARTMENT GRANT	181,988.00
FIRE EQUIP-COMPRESSOR REPAIRS	0.00
CAPITAL ASSISTANCE TO FIRE DPS	35,000.00
FIRE PROTECTION - HYDRANTS	48,549.00
FIRE DEPARTMENT TRAINING & EQUIPMENT	0.00
DRY HYDRANTS	5,000.00
FIRE PROTECTION - INSURANCE	16,706.00
FIRE DEPARTMENT RADIO LICENSE	0.00
<b>TOTAL FIRE PROTECTION</b>	<b>609,981.00</b>
<b>BY-LAW ENFORCEMENT</b>	
SALARY AND BENEFITS	89,237.00
VEHICLE	8,000.00
TRAVEL	500.00
PROPERTY CLEAN UP	15,000.00
OTHER	3,300.00
<b>TOTAL BY-LAW ENFORCEMENT</b>	<b>116,037.00</b>
<b>ROAD TRANSPORT</b>	
STREET LIGHTING	143,290.00
CLASS J ROADS	35,078.00
<b>TOTAL ROAD TRANSPORTATION</b>	<b>178,368.00</b>



Municipality of Shelburne  
2021/2022 General Operating Fund Revenue Expenses

For Period Ending  
March 31, 2022

<b>SEWAGE TREATMENT OPERATIONS</b>	
SALARY & BENEFITS	84,375.00
TRAINING	2,000.00
OTHER	2,000.00
<b>TOTAL SEWAGE TREATMENT OPERATIONS</b>	<u><u>88,375.00</u></u>
<b>SEWAGE TREATMENT</b>	
SEWER MAINTENANCE	265,000.00
PUMPING STATION UTILITY	13,200.00
PUMPING STATION - MAINTENANCE AND REPAIR	15,000.00
PLANT - UTILITY	27,000.00
PLANT - MAINTENANCE AND REPAIR	25,000.00
<b>TOTAL SEWAGE TREATMENT</b>	<u><u>345,200.00</u></u>
<b>ENVIRONMENTAL</b>	
ADMINISTRATION	102,277.00
BUILDING INSPECTION	74,331.00
FIRE INSPECTION	18,859.00
WASTE DIVERSION	109,609.00
C&D OPERATION	240,153.00
SOLID WASTE	671,234.00
<b>TOTAL ENVIRONMENTAL</b>	<u><u>1,216,463.00</u></u>
<b>WIND TURBINE</b>	
MAINTENANCE	11,000.00
INSURANCE	2,280.00
<b>TOTAL WIND TURBINE</b>	<u><u>13,280.00</u></u>
<b>COMMUNITY &amp; ECONOMIC DEVELOPMENT</b>	
LITTER ABATMENT	4,500.00
HEALTH CARE	50,000.00
ECONOMIC DEVELOPMENT	57,740.00
SENIOR SAFETY	13,526.00
ICSP IMPLEMENTATION	59,600.00
GRANTS TO ORGANIZATION	77,250.00
<b>TOTAL COMMUNITY &amp; ECONOMIC DEVELOPMENT</b>	<u><u>262,616.00</u></u>
<b>RECREATION &amp; CULTURAL SERVICES</b>	
SALARY	125,490.00
BENEFITS	21,425.00
TRAINING	2,500.00
SUMMER STAFF SALARY	66,558.00



Municipality of Shelburne  
2021/2022 General Operating Fund Revenue Expenses

For Period Ending  
March 31, 2022

SUMMER STAFF BENEFITS	4,397.00
SUMMER STAFF TRAVEL	
VEHICLE	3,000.00
MISCELLANEOUS	1,000.00
STAFF EXPENSES	2,000.00
SUMMER STAFF TRAINING	3,500.00
OFFICE EXPENSE	2,000.00
MEMBERSHIPS	1,000.00
GRANTS TO ORGANIZATION	
ADVERTISING	
ADVISORY COMMITTEE	3,000.00
COMMUNITY USE COORD	0.00
PROGRAMS	10,000.00
COMMUNITY USE PROGRAM	24,000.00
MPAL PROGRAM	9,662.00
<b>TOTAL RECREATION &amp; CULTURAL SERVICES</b>	<b>58,199.00</b>
	<b><u>337,731.00</u></b>
<b>RECREATION AND PARKS FACILITIES</b>	
FACILITIES DEVELOPMENT	
SASI SERVICE AGREEMENT	30,000.00
MAINTENANCE & EQUIPMENT	
SHELBURNE COUNTY ARENA	19,000.00
<b>TOTAL RECREATION AND PARKS FACILITIES</b>	<b>20,000.00</b>
	<b><u>69,000.00</u></b>
<b>FISCAL SERVICES</b>	
BANK CHARGE	6,500.00
PENSION FEE	500.00
PAYROLL FEE	1,000.00
LOANS	1,721.00
VALUATION ALLOWANCE	5,000.00
TRANSFERS TO SPECIAL PURPOSE RESERVE	18,902.00
TRANSFER TO GAS TAX RESERVE	0.00
TRANSFER TO CAPITAL RESERVE	209,798.00
TRANSFER TO OPERATING RESERVE	0.00
CAPITAL FROM OPERATING	8,884.00
DISTRICT GRANT FUND	35,000.00
SOU WEST NOVA TRANSIT	10,000.00
<b>TOTAL FISCAL SERVICES</b>	<b>297,305.00</b>
	<b><u>297,305.00</u></b>
<b>CONDITIONAL TRANSERS</b>	
CORRECTIONS	80,156.00
PUBLIC PROSECUTION	4,000.00
ASSESSMENT SERVICES	143,695.00



Municipality of Shelburne  
2021/2022 General Operating Fund Revenue Expenses

For Period Ending  
March 31, 2022

REGIONAL LIBRARY	34,100.00
REGIONAL SCHOOL BOARD	1,305,949.00
<b>TOTAL CONDITIONAL TRANSERS</b>	<b>1,567,900.00</b>
<b>UNCONDITIONAL TRANSERS</b>	
HOUSING AUTHORITY	25,438.00
AREA RATE	14,400.00
<b>TOTAL UNCONDITIONAL TRANSERS</b>	<b>39,838.00</b>
<b>EMERGENCY MANAGEMENT</b>	
SEARCH AND RESCUE	4,470.00
SHELBURNE COUNTY EMO	29,249.00
<b>TOTAL EMERGENCY MANAGEMENT</b>	<b>33,719.00</b>
<b>TOTAL EXPENDITURES</b>	<b>7,553,882.00</b>
<b>SUMMARY</b>	
TOTAL REVENUE	7,553,882.00
TOTAL EXPENDITURES	7,553,882.00
<b>SURPLUS/(DEFICIT)</b>	<b>0.00</b>

# CAPITAL BUDGET 2021-2022

Project	Budget	Source
New Civic Building	\$3,500,000	Combination of reserves and borrowing
Welkum Park Accessibility	\$23,000	\$18,000 – Gas Tax; \$5,000 – Prov. Grant
Records Mgt.	\$105,000	\$75,000 Capital Reserves; the remaining \$30,000 is operating and will come from operating reserves
Inspection Services Truck	\$40,000	Equip. Reserves
C&D Scale	\$100,000	Gas Tax
<b>Total</b>	<b>\$3,738,000</b>	

Municipality of the District of Shelburne  
5 Year Plan  
2021/2022 - 2025/2026

Notes on Years 3-5

Department	Description	Year					TOTAL PROJECT COST	TOTAL PROJECT COST - 5 YEAR PLAN
		2021/2022	2022/2023	2023/2024	2024/2025	2025/2026		
Building Inspection	Building Inspection Truck	\$40,000					\$40,000	Capital Project - Reserves
By-Law	By-Law Truck						\$60,000	Capital Project - Reserves
C&D	Scale C&D	\$100,000		\$60,000			\$160,000	Capital Project - Reserves
C&D	ATV		\$20,000				\$20,000	Capital Project - Reserves
C&D	RRMF Upgrades to Barriers		\$20,000				\$20,000	Capital Project - Reserves
C&D	HHW Site			\$200,000			\$200,000	Capital Project - Reserves
Finance	Finance Software		\$315,000				\$315,000	Capital Project - Reserves
General Government	New MDS Building	\$3,500,000					\$7,000,000	Capital Project - Reserves - Gas Tax and Other Reserves/Borrowing/Grants
General Government	Records Management	\$105,000	\$3,500,000				\$1,050,000	Capital Project on the software portion (\$75) - Reserves
General Government	Marine Terminal	\$25,740					\$25,740	Reserves - Gas Tax
General Government	Internet	\$92,000					\$92,000	Reserves - Gas Tax/Other Agencies
Public Works	Septage Clean up	\$250,000					\$250,000	Reserves
Public Works	Lagoon		\$300,000				\$300,000	Capital Project - Reserves - Gas Tax/Grants
Public Works	Public Works Truck		\$60,000				\$60,000	Capital Project - Reserves
Recreation	Woodland Trails	\$20,000					\$20,000	Reserves - Gas Tax
Recreation	Welkum Park	\$23,000	\$112,000	\$72,500			\$207,500	Capital Project - Reserves - Gas Tax/Grants
Recreation	Jordan River Trail	\$5,000					\$5,000	Reserves - Gas Tax
Recreation	Jordan River Trail Bridge		\$357,500	\$357,500			\$715,000	Reserves - Gas Tax/Grants
Recreation	Recreation Truck				\$50,000		\$50,000	Capital Project - Reserves
Recreation	Tom Tigner Bridge		\$4,684,500	\$690,000	\$220,000	\$220,000	\$4,440,000	Reserves - Gas Tax/Grants
	Total Value of Projects per Fiscal	\$4,160,740	\$4,684,500	\$690,000	\$370,000	\$320,000	\$10,225,240	TOTAL PROJECT COST - 5 YEAR PLAN

# **BILL NO. 47**

**(as introduced)**



*3rd Session, 63rd General Assembly  
Nova Scotia  
70 Elizabeth II, 2021*

Government Bill

## **Municipal Government Act (amended) and Halifax Regional Municipality Charter (amended)**

The Honourable Brendan Maguire  
Minister of Municipal Affairs

First Reading: March 24, 2021

(Explanatory Note)

Second Reading:

Third Reading:

## **Explanatory Note**

This Bill amends the Municipal Government Act and the Halifax Regional Municipality Charter to allow municipalities to provide direct financial assistance to businesses for the purpose of improving accessibility for people with disabilities.

### **An Act to Amend Chapter 18 of the Acts of 1998, the Municipal Government Act, and Chapter 39 of the Acts of 2008, the Halifax Regional Municipality Charter, Respecting Accessibility**

Be it enacted by the Governor and Assembly as follows:

1 Section 57 of Chapter 18 of the Acts of 1998, the Municipal Government Act, is amended by adding immediately after subsection (2) the following subsection:

(3) Notwithstanding subsection (2), a municipality may provide direct financial assistance to a business for the purpose of improving accessibility for people with disabilities.

2 Section 71 of Chapter 39 of the Acts of 2008, the Halifax Regional Municipality Charter, is amended by adding immediately after subsection (2) the following subsection:

(3) Notwithstanding subsection (2), the Municipality may provide direct financial assistance to a business for the purpose of improving accessibility for people with disabilities.

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