



**AGENDA**  
**Town Council Meeting – Town Council Chambers**  
**May 20<sup>th</sup>, 2025**  
**6:00 p.m.**

**Doc Ref:**

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**1) Call to Order**

**2) Approval of Agenda**

**3) Approval of Minutes from the regular Town Council meeting held on May 5<sup>th</sup>, 2025, and the Minutes from the Special Council Budget Meeting held on May 6<sup>th</sup>, 2025.**

**4) Proclamations and Announcements:**

- a) Access-Ability Week May 25<sup>th</sup>- May 31<sup>st</sup>, 2025
- b) Red Shirt Day, May 28<sup>th</sup>, 2025
- c) Volunteer of the Year Representative for the Town of Shelburne, 2025

**5) Delegations/Presentation:**

- a) Centre for Environmental Justice (CEJ) D25-108

**6) Correspondence:**

**Action:**

- a) Letter for Judith Cleveland re: Water Meter D25-109

**Information: NONE**

**7) Council Items:**

- a) Draft Budgets FY 2025-26 D25-110
  - i. General Operating Budget
  - ii. Capital (5 Year) Budget

**8) Committee Reports: NONE**

**9) Staff Reports:**

- a) Dangerous & Unsightly – Notice of Appeal D25-111
- b) Crosswalks on Water Street D25-112
- c) CAO Update D25-113
- d) Building Inspector's Report – April D25-114
- e) SVFD Report – April D25-115
- f) By-Law Officer Report – April D25-116

**10) New Business:**

**11) Upcoming Meetings/Events:**

- a) Red Shirt Day of Action for Accessibility & Inclusion, Wednesday, May 28<sup>th</sup>, 2025.
- b) Deadline for Grade 12 students to apply for the Town of Shelburne Bursary, May 31<sup>st</sup>, 2025.
- c) Tax Bills Due May 30<sup>th</sup>.
- d) Next Council Meeting, June 2<sup>nd</sup>, 2025, 6pm, Council Chambers, 63 King Street.

**12) Adjournment**



**Town of Shelburne**  
**Minutes of the Regular Council Meeting**  
**May 5<sup>th</sup>, 2025**

**Council Members Present**

Mayor Stanley Jacklin  
Deputy Mayor Donnie Acker  
Councillor Elizabeth Acker  
Councillor Sheldon Ringer  
Councillor Therese Cruz

**Staff Present**

Chief Administrator Officer, Sarah Mattatall  
Executive Coordinator, Jill Webb  
Executive Coordinator, Jessie Dyer  
Senior Planner, Mike Kahn  
Consultant, Ken Smith

**Call to Order**

Mayor Jacklin called the Council meeting to order at 6:00pm and thanked everyone for coming.

**Approval of the Agenda**

**THAT** Council approves the agenda for May 5<sup>th</sup>, 2025, Council Meeting.

**E. Acker - Cruz**

**MOTION CARRIED**

**Approval of the Minutes**

**THAT** Council approves the minutes from the regular Town Council Meeting held on April 22<sup>nd</sup>, 2025.

**D. Acker - Ringer**

**MOTION CARRIED**

**Proclamations and Announcements:**

**Canadian Mental Health Week – May 5 – 11, 2025**

Councillor Ringer read a brief paragraph on Canadian Mental Health Week.

International Day Against Homophobia, Transphobia and Biphobia – May 17<sup>th</sup>, 2025

Councillor Cruz read a brief paragraph on International Day Against Homophobia, Transphobia and Biphobia.

**Delegations/Presentations:**

**NONE**

**Correspondence**

**Action: NONE**

**Information:**

a) Letter from Emergency Management re: Fire Services Review

Council discussed this letter. Councillor E. Acker wanted clarification if this offload will come down on Municipal Staff.

b) Letter from Attorney General Justice re: Adapting the Additional Officer Program

c) Email from NSFM re: Deer Population

Council is hoping they will receive an update from NSFM next week regarding deer management.

d) Letter of Support to Community Foundation of Nova Scotia

e) Letter from Dept. of Municipal Affairs re: Beautification & Streetscaping Program

**Council Items:**

a) Public Hearing – De-registration of 36 John Street

At this point in the meeting, Mayor Jacklin explained that we will take a recess and hold the public hearing.

*THAT Council pause the regular council meeting and open the public hearing.*

**E. Acker – Ringer**

**MOTION CARRIED**

*Regular Council meeting was paused at 6:18pm.*

*After the public meeting had finished, Council returned to regular Council meeting.*

*THAT Council closes the public hearing and returns to the regular Council meeting.*

**E. Acker – Cruz**

**MOTION CARRIED**

**Committee Reports:**

**NONE**

**Staff Reports**

a) De-registration of 36 John Street

*THAT Council approves the de-registration of 36 John Street (PID 8259087) as Municipal Heritage Property under the Heritage Property Act.*

**E. Acker – Ringer**

**M25-056**

**CARRIED**

b) Clean Foundation

*THAT Council support the Local Leadership for Climate Adaptation (LLCA) Climate-Ready Plans and Processes Project and approve the Town's contribution of \$2187.50 for the 2025-2026 fiscal year and \$6562.50 for the 2026-2027 fiscal year.*

**Cruz – Acker**

**M25-057**

**CARRIED**

c) Roger Grovestine Complex Resurfacing – RFP

*THAT Council directs staff to award the RFP contract to Pro Sport Surfacing Inc. for the resurfacing of the pickleball/tennis courts at the Roger Grovestine Recreation Complex in the amount of \$108,015.00 (including tax) for a net cost of \$98,407.35*

**D. Acker – Ringer**

**M25-058**

**MOTION CARRIED**

d) By-law Officer Report - March

**In- Camera Session:** MGA 22 (2) (e) contract negotiations.

*THAT Council go in-camera at 6:44pm for matters under MGA 22 (2) (e) contract negotiations.*

**E. Acker – D. Acker**

**MOTION CARRIED**

Council came out of in-camera at 7:25pm. Motion coming out of in-camera:

*THAT Council give direction to prepare a Compensation and Benefit Administration Policy for the June 2<sup>nd</sup>, 2025, Council Meeting.*

**E. Acker - Cruz**

**M25-059**

**MOTION CARRIED**

**New Business:**

Mayor Jacklin asked if there was any new business for Council to consider.

Deputy Mayor D. Acker noted that he will be attending the Chamber of Commerce meeting on May 6<sup>th</sup>, 2025.

Councillor E. Acker shared information from the recent Roseway Manor Board meeting. She noted that things are progressing well in relation to the Roseway Manor rebuild. Key takeaways were that Harlow's Construction will be clearing the land, licensing is good, and the Macleod group stated recruitment is going well.

Councillor Cruz provided an update on the recent changes to the Kids Fair Play Fund, noting that the maximum award is now \$250.00 and the Low Income threshold has increased. The fund opened on April 1<sup>st</sup>, 202. Councillor Cruz also stated that from May to June, bottle depot funds will go to the Kids Fair Play Fund.

Mayor Jacklin made note of his time delivering Smile Cookies throughout the Community along side MDS and TOS. He said this was a great day and he thoroughly enjoyed it. Mayor Jacklin also provided a quick update on the previous Port Committee meeting, stating that the meeting will be rescheduled due to no quorum present.

There was no further new business.

**Upcoming Meetings/Events**

- a) Special Council Meeting tomorrow, May 6<sup>th</sup>, 2025, Council Chambers, 63 King Street for budget discussions.
- b) Next Council Meeting, Tuesday, May 20<sup>th</sup>, 2025, 6pm, Council Chambers, 63 King Street.

**Adjournment**

**THAT** the Regular Town Council Meeting of May 5<sup>th</sup>, 2025, be adjourned at 7:31pm.

**D. Acker**

**Jessie Dyer**  
**Recording Secretary**

Stanley Jacklin, Mayor

Sarah Mattatall, CAO

DRAFT





**Town of Shelburne  
Special Town Council  
Budget Meeting Minutes  
Tuesday, May 6<sup>th</sup>, 2025**

**Council Members Present**

Mayor Stanley Jacklin  
Deputy Mayor Donnie  
Acker  
Councillor Elizabeth Acker  
Councillor Therese Cruz  
Councillor Sheldon Ringer

**Staff Present**

CAO, Sarah Mattatall  
Consultant, Ken Smith  
Finance Manager, Jane Crowell  
Senior Planner, Mike Kahn  
Executive Coordinator, Jessie Dyer  
Executive Coordinator, Jill Webb

**Call to Order**

Mayor Jacklin called the Council meeting to order at 6pm.

**Approval of the Agenda**

THAT Council approves the Agenda for May 6<sup>th</sup>, 2025, as presented.

**Council Items**

**a) Introduction to the Budget Process (CAO)**

CAO Mattatall welcomed Council to their first budget meeting for the FY25 (1 April 2025 – 31 March 2025) noting that she would begin with an overview before turning over to staff to present the budget in detail. She encouraged Council to ask questions at any point in the discussion.

CAO Mattatall then discussed Council's Top 5 Strategic Priorities for the 2025-26 budget.

**#1 ROSEWAY MANOR REBUILD & MAJOR DEVELOPMENTS** – Advance wastewater infrastructure upgrades to support development.

**#2 LAND USE BY-LAW & MUNICIPAL PLANNING STRATEGY** – Finalize the review and update of the LUB and MPS and begin implementation.

**#3 STAFFING – SUCCESSION PLANNING & EMPLOYEE RETENTION** – Develop and implement a comprehensive staffing strategy that includes succession planning for key roles, reorganizing where needed, and the creation of a professional development and retention policy to support employee growth, satisfaction, and a long-term organizational stability.

#4 LEASES & AGREEMENTS – Review and update existing leases and agreements to identify financial improvement opportunities.

#5 DEER POPULATION MANAGEMENT – Investigate and implement solutions to manage deer overpopulation within town limits.

b) **Review of Preliminary Draft Budgets - 1 April 2025 - 31 March 2026 (Finance Manager)**

i. **General Operating**

Jane read: The Town of Shelburne Preliminary General Operating Budget for 2025/26 is \$5,013,215. This is an increase of \$340,850 (approximately 7% increase from 2024/25 budget). Assessment is up which means Tax Revenue has increased as well. As stated, every year, expenses continue to rise including those associated with expenditures required to be incurred to address upcoming development projects as well as added responsibilities. The Town of Shelburne is anticipating future development within the Town in the upcoming two to three years, which in turn will enable the Town Council to look at reducing tax rates and putting money away in reserves as the Town benefits from these added revenue sources. Until the tax revenue is realized with future developments, the Town Operating Budget continues to be a challenge. An additional challenge to this year's budget is the unknown full impact of tariffs on goods and services.

**REVENUE-**

**Tax Revenue \$3,009,233 (60%)**- Proposing tax rates to remain the same as 2024/25 for Residential/Resource and Commercial tax rates for 2025/26. Residential/Resource revenue up approximately 5.2%, due to the ongoing Housing Market and Commercial revenue up approximately 2.5% due to continued sales and renovations of Commercial properties. We have received a full list of appeals as of this date and have built in a buffer for appeals. There are a total of fifteen appeals, thirteen of which are Residential/Resource (including 2 apartments) and two Commercial for a total of 7,027,700 in Taxable Assessed Value. Hopefully, the losses in assessment due to appeals will not be greater than the buffers in place.

**Residential/Resource Tax Rate for 2025/26 is \$1.99/100 of assessment.**

**Commercial Tax Rate for 2025/26 is \$3.86/100 of assessment.**

**Deed Transfer Revenue \$130,000 (3%)** – We are budgeting \$130,000 for 25/26 as property sales have not slowed down as anticipated. Budgeted \$100,000 for 2024/25 and are anticipating \$140,000 in revenue for 2024/25.

**Grants in Lieu-Federal & Provincial \$11,720 (less than 1%)** - Grants received from Federal & Provincial properties in lieu of Taxes.

**Sale of Services-Fire Protection Revenue (MDS) \$121,358 (2%)** – As per Fire Services Agreement with MDS based on number of calls and mileage for fire calls in the agreed areas of the Municipality of the District of Shelburne.

**Environmental Health Services Revenue \$788,490 (16%)** – Budget shows Wastewater (Sewer) Charge is to increase from \$260.00/unit to \$337.08 (increase of \$77.08) for revenue of \$438,080 due to increased expenses for Wastewater Treatment and Plant Maintenance. The last increase in Wastewater (Sewer Charge) was in 2019/2020 where it went from \$240 to \$260 (previous increases 2017/18 from \$199 to \$219, 2018/19 from \$219 to \$240). Expenses have not remained the same and have increased each year, therefore an increase is to be expected. Staff continue to investigate savings in all areas of Wastewater Treatment. The upcoming capital project to upgrade the system for future development will also look at areas for better efficiency and hopefully cost savings as well.

Solid Waste expense comes from Shared Services out of MDS for collection and Region of Queens for disposal and is estimated to decrease by approximately 3% as per notices from Shared Services and Region of Queens. The decrease is due to a reduction in the cost of operating the West Green Harbour transfer site for the 2025/26 fiscal year (previous capital costs paid for). The future costs are to rise significantly due to new requirements and regulations regarding the C & D site. Amounts are prepared by MDS as per the Shared Services Agreement with TOS and TOL together with MDS. Total budgeted cost for 2025/26 Waste Collection and Disposal is \$350,410, which will decrease the Solid Waste charge from \$363.85/unit to \$350.41.

Shared Services with MDS and TOL are budgeting \$905,648 for capital projects in the 2025/26 fiscal year. Under the Shared Services agreement, the Town of Shelburne will be responsible for approximately \$215,000 (Future meetings will be necessary to discuss repayment options). The Municipality is also forecasting significant increases in curb side pickup and future necessary additional investments into the C & D transfer station. Due to these significant increases in Waste Collection and Disposal costs, discussions with MDS and TOL regarding these costs and other avenues for these services will have to take place as the anticipated increases are not financially feasible.

**Proposed Wastewater (Sewer) Charge for 2025/26 is \$337.08/unit.**

**Proposed Solid Waste Charge for 2025/26 is \$350.41/unit.**

**Rentals \$81,696 (2%)** – Rental income from 13 George St, 162 Mowatt St and 35 King St. All rental and leases will be a priority in 2025/26 to look for increases to sustain these properties for ongoing operating, maintenance and repair costs.

**Return on Investment, Interest and Other Revenue \$181,370 (4%)** – No significant change to Bank Interest on Current Account, Interest on outstanding Taxes and Miscellaneous Other Revenue.

**Unconditional Transfers from Provincial Government \$370,645 (7%)** – Consists of Capacity Grant at \$283,146 and second of 5 years top up of \$26,499 (new Municipal Services Agreement), Town Foundation Grant \$50,000, HST Offset \$9,000 and Provincial Fuel Tax Refund \$2,000. The Capacity Grant, which is \$359,645, assists in offsetting payments to the Province of NS for Education in the amount of \$377,024 and the Department of Justice in the amount of \$4,000 for a total of \$381,024.

**Conditional Transfers from Federal, Provincial and Other Local Governments \$6,000 (less than 1%)** – Provincial EMO Civic Addressing (money is forwarded to Municipality of Shelburne as they oversee Civic Addressing) for \$1,000 and MDS Grants for Splash Park \$5,000.

**Other Transfers \$268,733 (5%)** - Suggesting Transfer from Operating Reserve of \$162,110 to cover Succession Planning and the completion of Landfill Phase 1 project (previously approved, remainder of project).

**Highlight - Anticipated surplus for General Operating for fiscal year end March 31, 2025**

#### **EXPENSES –**

**General Government Services \$1,024,861 (21%)** - Includes Mayor, Council, Committee Expense, Legislative, Administration and Finance, Employer Benefits, Training, Town Hall Expense, Assessment Cost Recovery (PVSC), Grants to Organizations, Administration Expense (Legal, Audit, IT, Office Expense), Insurance, Accessibility Planning, and other Administration Expense.

**Highlights- Council Stipends increased 2.5% (annual CPI inflation rate, as per Council Remuneration Policy. Staff wages increased as per Union Contract. The Finance Department increased due to succession planning for the retirement of the Finance Manager at the end of 2025/26 fiscal year. Budgeting for a Salary Administration Review due to staff losses to adjoining municipalities. Expenses for 162 Mowatt Street transferred to Administration with the sale of 168 Water Street and relocation to 162 Mowatt Street (receive \$60,000 in rent from tenant on first level). Grants to Organizations has increased due to increased requests.**

**Protective Services \$1,257,123 (25%)** – Includes Police Protection, Emergency Measures, By-Law Enforcement, Fire Protection, Fire and Building Inspection (Shared Services) and Debt Payments (Fire Trucks).

**Highlights- Department of Justice (RCMP Services and Department of Justice) is budgeted at 878,638 up 6% from 828,904 (this is an estimated increase, will change if actual received from the Province differs). Emergency Measures budgeted at 6,700 down from 11,628. Fire Protection budgeted at 257,716, consistent with the previous year. Fire Inspection and Building Inspection (Shared Services) budgeted at 63,303 up from 33,472 due to second Building/Fire Inspector in position for full year plus purchase of programs.**

**Public Works \$644,740 (13%)** – Includes Personnel Costs, General Equipment, Equipment Mtc, Public Works Buildings, Roads & Streets, Sidewalks, Parks & Facilities and Debt Payments.

**Highlights- Wages & Benefits budgeted at 385,346 up from 323,307 due to the Temporary Position for a portion of the previous year now Full Time and a new half time position added to staff to accomplish all scheduled tasks and projects. A significant workload has been added due to a major review of our infrastructure to determine capacity challenges because of upcoming developments. The survey budget is now included in Planning and Inspection. Salt and Sand increased from 25,000 to 40,000 due to increased cost in Salt, Trucking and weather. Parks & Facilities budgeted at 28,400 down from 39,460 due to repairs at Grovestine's Complex washroom, canteen and electrical building's roof and sides accomplished in 2024/25.**

**Wastewater \$438,080 (9%)** – Includes Personnel Costs, Stormwater, Vehicle Expense, Lift Stations, Treatment Plant, Mtc of Lines and Debt Payments (WWTF). Increase in Expenses are due to Wastewater Treatment and Plant Maintenance as stated previously.

**Waste Collection \$350,410 (7%)** – Solid Waste Collection and Disposal

**Other Waste Collection \$85,983 (2%)** – Includes Compost Bins (Green Carts) \$2,500, Garbage Bins/Dog

Waste Stations & Bags \$525 and Capital Expense from Revenue (Landfill Project Phase 1 remainder) \$82,958 (transfer from Operating Reserve).

**Community & Economic Development \$183,790 (4%)** – Includes MPAL, Planning & Inspection, Economic Development and Tourism & Events.

**Highlights-** Senior Planner is now working 4 days a week due to the increased development and ongoing review and updating of By-Laws and other matters relating to planning (due to increased development). Other Professional Services increased from 20,000 to 53,100 for continued support for Major Capital Projects, Engineering, Surveying and Public Engagement. Tourism and Events down from 25,125 to 11,570 as VIC will be utilized without two Canada Student Job positions.

**Facilities Management \$144,655 (3%)** – Includes Community Centre, Little Peoples Day Care, King St Ctr, Cox Shipyard Complex, 13 George Street, MacKay Memorial Library, Guild Hall, Washrooms.

**Highlights-** Decrease of 149,842 from the previous year due to 162 Mowatt Street moving to Administration and the Relocation of the Town Office Capital Expense.

**Fiscal Services \$408,929 (8%)** – Includes Debenture Principal payments \$273,929, Allowance for Uncollectable Taxes \$5,000, Transfer to Capital Reserves \$80,000 and Transfer to Operating Reserve \$50,000. **Highlights-** Debt Principal Payments of \$273,929 includes a Debenture Balloon payment of which \$106,623 is being transferred from Capital Reserve as the Town has been putting aside an amount each year to pay out the Balloon payment instead of refinancing the Debenture. Transfer to Capital Reserve consists of \$80,000 for the purchase of a new Fire Truck which is anticipated to be delivered in the Fall of this year. Transfer to Operating Reserve of \$50,000 for an ongoing legal matter.

**Reduction of Tax Revenue (Payments back to Province and Western Regional Library) \$394,424 (8%)** – Includes Education (Tri-County Schools) \$377,024, Library \$13,400, Department of Justice (Prosecution Fees) \$4,000.

**Taxation Exemptions \$80,221 (2%)** – Includes Low Income Exemption \$22,000, Non-Profit Tax Exemptions \$42,331, Commercial District Development Improvement Program \$15,890. **Highlights-** Proposed changes to Low Income Tax Exemptions-

**Low Income Tax Exemptions** – Budget \$22,000 down from \$30,000 (2024/25 actual \$20,400 – 61 Applications (58 Approved and 3 not Approved due to household income over threshold)

**Previous thresholds-**

- Total household income of \$35,000 or less for a rebate of \$400.00
- Total household income of \$35,001 to 40,000 for a rebate of \$200.00

**Proposed thresholds-**

- Total household income of \$35,000 or less for a rebate of \$400.00
- Total household income of \$35,001 to 42,000 for a rebate of \$200.00

**Deadline to apply is January 31, 2026, or when budget amount is reached.**

**DEBENTURE BALANCE UPDATE –**

As of March 31, 2025, the total principal balance on Debentures is \$1,322,588

25/26 Principal Payments from Operating \$273,929

25/26 Interest Payments from Operating \$35,472.92 (allocated to each department)

**Highlights- Seven debentures will be paid off in June 2025 and six in November 2026. With these debentures paid off, it will free up \$60,817 principal payments plus interest in the Operating Budget. With the current Infrastructure Projects commencing for future development, the Town Operating Budget will need available revenue to incorporate new debt payments with regard due to borrowing for the current projects when completed. With these debentures paid off, it will enable the Town to incorporate any new Debenture principal and interest payments from the Operating Budget.**

**Operating Reserve Balance –**

**Balance March 31, 2025 - \$1,067,913**

**Budget of \$5,013,215 at 20% equals \$1,002,643 Optimal Operating Reserve Balance**

**This does not include any 2023/24 Year End Transfers nor any budgeted Transfers for 2024/25.**

Council had discussions surrounding the above budget presented, specifically around expenses regarding the C&D site and solid waste and wastewater fees. Below. Council and staff discussed the submission of Grants to Organizations, some changes were noted, some submissions Council asked for more information, however, the approved preliminary list is as follows:

Shelburne Historical	\$750.00	-operation of the museum
CAMPS	\$500.00	-operating
Shelb Garden Club	\$200.00	-plants for town planting
Shelburne Exhibition	\$500.00 + AD	-operating/improvements
Sou'West Nova Transit residents	\$4100.00	-fare reduction for town
Shelburne Curling Club	*need more information	
Shelburne County Arts Council	\$500.00	-operating grant
Fire Service Assoc of NS	\$250.00	-Annual Conference
MDS	\$9855.00	-Dock St Days
MDS	\$3780.00	-Miracle on Dock
MDS	\$4050.00	-Giant Pumpkin Festival
Shelburne Longboat Society	\$500.00	-annual insurance
SRHS	\$500.00	-bursary
Red Cross	\$50.00	-Annual/general
Shelb Co Health Care Recruit	\$889.00	-nurse recruitment
Roseway Hosp. Charitable Fond.	\$1875.00	-doctor housing
Shelb Co. Arena	\$20,694.00	-operating
Kids Fair Play Fund sports	\$3500.00	-reduced fees for kid's
Shelb. Co. Senior Safety wages/travel/bus/insurance	\$11,570.80	-
Barrington Ground Search & Resc.	\$2160.00	-operating

For a total amount of \$66,223.80 distributed to Grants to Organizations.

ii. **Capital (5 Year)**

Finance Manager, Jane Crowell read: 2025/26 TOS 5 Year Capital Budget totals \$10,886,359 over five years. The Town of Shelburne has been fortunate to have received grants funding from all levels of government to accomplish the many capital projects planned over the next five years. The Town of Shelburne relies on the Canada Communities Building Fund (Gas Tax) for much of its funding for Capital Projects, with the remainder from Reserves, Operating funds, External funding and if necessary, borrowing. To get ready for future development within the Town of Shelburne there needs to be infrastructure upgrades to meet future growth. Once future developments are completed, the Town is anticipating having the ability to make annual transfers to Capital reserves to continue meeting the Capital needs of the future. Annual transfers to Capital reserves are necessary to accomplish this goal.

**5 Year Capital Spending by Department–**

**Public Works \$1,784,000**–The breakdown for the next five years in spending is -

Road Rehab \$1,260,000, Sidewalk Rehab \$140,000, Culvert Rehab \$10,000, Equipment \$24,000, Fuel Tanks (Rose Island Lane) \$25,000, Stormwater and Road Standards studies \$200,000 and Vehicles \$125,000.

**Wastewater \$4,082,732** – The breakdown for the next five years in spending is -

Upgrade Infrastructure for future Development \$3,679,732, Upgrade Lift Station Pumps \$150,000, Upgrade Lift Stations Electrical/SCADA \$218,000, and Vehicles \$35,000.

**Other \$2,387,762** – Breakdown consists of Facility Upgrades \$1,600,000 (Graham’s Park Expansion & Grovestine’s Complex, \$762,827 Decommission Landfill (Phase1 & 2) and Downtown Core Beautification Project (remainder) \$24,935.

**Fire Protection \$717,105** – Fire Truck (Town, MDS and SVFD) remainder.

**Shelburne Marine Terminal (Port) \$660,760** – Water & Dock St Wharf Rehabilitation \$630,760 and paving \$30,000.

**Water Utility \$1,254,000** – The breakdown for the next five years in spending is -

Water Laterals (If accessible to water) \$5,000, Water Plant Lagoons \$4,000 (remainder), Treatment & Distribution Equipment \$37,000, Annapolis Water Tower Painting \$800,000 and Watermain Extensions and Upgrades \$400,000.

**5 Year Capital Funding (pending anticipated Grant and Borrowing approvals) –**

Canada Community Building Fund (CCBF) \$1,096,000

Wastewater Reserve \$237,000

Special Capital Reserve \$419,486

Sustainable Services Growth Fund (SSGF) \$304,516

General Operating Reserve \$105,426

Sale of Surplus Property and Equipment \$100,000

Water Operating Fund \$8,000

Water Depreciation Fund \$671,000  
General MFC Borrowing \$1,964,866  
Water Borrowing (MFC) \$400,000  
SMT Operating Fund \$183,674  
External \$3,340,465 (Federal, Provincial, Donations, Developers, MDS, SVFD)

**Reserve Balances as of March 31, 2025-**

- Special Equipment Reserve \$1,712
- Wastewater Reserve \$174,968
- Canada Community Building Fund \$484,310
- General Capital Reserve \$2,801,147 (includes funds held-land sales, MCGP, GRID)
- Port Authority Reserve \$518,745
- Cenotaph Reserve \$26,245
- Water Depreciation Reserve \$479,891
- Cemetery Investment \$48,986
- Sustainable Services Grant Fund \$313,994

Total Special Reserves \$4,849,998  
General Operating Reserve \$1,067,913  
Total Combined Reserves \$5,917,911

**These amounts do not include any 2024/25-year end transfers or adjustments.**

**DEBENTURE BALANCE UPDATE –**

**As of March 31, 2025, the total principal balance on Debentures is \$2,030,528. This total is comprised of –**

**General Outstanding Principal Debt \$1,322,588 (19 debentures)**

**Shelburne Marine Terminal \$352,670 (2 debentures)**

**Water Utility \$355,270 (1 debentures)**

**There are several projects that will be required and will be added in future years, but more investigation and pricing must be done until they can be included in the Town’s Capital Budget, such as-**

**Osprey/Yacht Club Upgrades**

**Cox Mill Building**

**Wastewater Main Rehabilitation**

**Stormwater Rehabilitation**

iii. Marine (Port) Terminal Budget

Finance Manager Jane Crowell read:

**Highlights-** Shelburne Marine Terminal is budgeting Revenue of \$604,722, Expenses of \$589,709 with a Surplus of \$15,013 for the fiscal year April 1, 2025, to March 31, 2026.

**Revenue** – Transfer from Shelburne Marine Terminal Reserve in the amount of \$216,131 to pay off a balloon Debenture payment due in June 2025. (See Budget and Debenture Balloon Payment)

**Expenses** – Port Management Contract and Port Management Fee for Disconnection/Connection for Water and Power increased 2.5%.

-Security Wages increased from \$28.58/hr. to \$29.00/hr.

-Debenture Principal budgeted \$245,806 to pay off a balloon payment. (See Budget and Debenture Balloon Payment)

-Transfer to Reserve is budget for \$75,000 to continue to build the Reserve.

**Budget and Debenture Balloon Payment –**

**Marine Terminal Debenture** issued June 1, 2015, has a balloon principal payment on June 1, 2025, in the amount of \$230,539. To pay off the Debenture a transfer from the Shelburne Marine Terminal Reserve account in the amount of \$216,131 would need approval. The regular yearly principal payment for this debenture is \$14,408, therefore balloon payment of \$230,539 less the regular payment equals the \$216,131 required transfer. If the loan is not paid, the Town would have to refinance the balance of the loan. If the loan is paid, then the Port's yearly principal debenture payment would decrease from \$29,675 to \$15,267 and annual transfers to the Reserve would continue to build up the reserve.

The Shelburne Marine Terminal Committee recommended the transfer from the Reserve to pay the Balloon payment at their January 16, 2025, meeting.

**Stem Stabilization Project Debenture** – payment for 2025/26 is as follows – Principal Payment \$15,267 and interest payment of \$3,877.18 which will be paid in November 2032 with no balloon payment.

See below the anticipated balance of the Reserve if the transfer was approved –

Reserve Balance as of March 31, 2025,	\$518,746.
Budgeted Transfer to Reserve for 25/26	75,000.
Less Approved Funding for the Port Projects	- 183,674.
Less Transfer to pay off Debenture	-216,131.
<b>Anticipated Balance</b>	<b>\$193,941</b>

c) Motions Coming out of the meeting.

**Capital Budget:**

*THAT Council approve the preliminary 2025/26 5-year capital budget as presented.*

E. Acker –

M25-060

CARRIED

**General Operating Budget:**

*THAT Council approve the Preliminary 2025/26 General Operating Budget as presented to the Public on May 6<sup>th</sup>, 2025.*

E. Acker – D. Acker

M25-061

CARRIED

**Shelburne Marine Terminal Budget:**

*THAT Council approve the 2025/26 Shelburne Marine Terminal Budget.*

E. Acker – Cruz

M25-062

CARRIED

*THAT Council approve a transfer of \$216,131 from the Shelburne Marine Terminal Reserve account to the Shelburne Marine Terminal Operating account for the upcoming Debenture Principal Balloon payment on June 1<sup>st</sup>, 2025.*

E. Acker – Ringer

M25-063

CARRIED

d) **Closing Remarks (Mayor Jacklin)**

Mayor Jacklin took a moment to thank all staff for their hard work in preparing this year's budget. He informed the public that the budget will be available on the Town's website for review, and residents will have two weeks to provide feedback. Council will revisit the budget at the May 20, 2025, meeting.

**Adjournment**

*THAT the Special Town of Shelburne Budget Council Meeting of May 6<sup>th</sup>, 2025, be adjourned at 9:20pm.*

E. Acker

CARRIED

**Jessie Dyer**  
**Recording Secretary**

---

Mayor, Stan Jacklin

---

CAO, Sarah Mattatall

DRAFT





**Application  
Request for Delegation/Public Presentation to  
Council/Committees**

Document #	D25-108
Rec'd by	JD
Date	Apr. 14/25
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Committee	

Meetings of Shelburne Town Council and Town Committees regularly take place at the Town Office, Council Chambers, 63 King Street, Shelburne, Nova Scotia. Please call the Town Office to confirm meeting date (902-875-2991 Ext. 8 or check the Town of Shelburne website at [www.shelburnes.ca](http://www.shelburnes.ca).

No more than two (2) public presentations will be scheduled on the agenda of each Council meeting, each month. Each presentation is limited to fifteen (15) minutes. Presentations are scheduled on a first come, first serve basis. Each

This form must be returned properly completed and submitted no later than seven (7) calendar days prior to the meeting at which you wish to appear.

Name of Presenter: Centre for Environmental Justice (CEJ)

Address: 33 Clements Street, Shelburne NS B0T1W0

Phone: 9028742934 Email: cej.sehlburne@gmail.com

Council/Committee you wish to appear before:

- Town Council
- Community Participation & Volunteerism Committee
- Port Committee
- Asset Management Committee
- Shelburne County East RCMP Advisory Board
- Accessibility Committee

Reason(s) you wish to appear before Council/Committee (provide a brief summary of presentation/identify specific requests for funding, if any):

To provide an overview of CEJ, mission, visions, and outcomes towards environmental racism and justice for South Shelburne

Date of Council/Committee meeting at which you wish to appear: May 20th 2025

Are you representing:

- Yourself
- An Organization/Society/Club (Name): CEJ
- A Business (Name): \_\_\_\_\_
- Other (Please Specify): \_\_\_\_\_

If applicable, please attach a paper or electronic copy of your presentation to this application or submit it no later than the 12:00 p.m., the Wednesday before the Council/Committee meeting. Your presentation will be circulated to Councillors/Committee Members prior to the meeting to provide Council/Committee Members with an opportunity to review your submission.

Note: Failure to provide a paper or electronic copy of your presentation will result in the processing of this request to be delayed or your scheduled presentation postponed until the required information is received.


**Please return the completed form to:**

Jill Webb, Executive Coordinator Town of Shelburne, 162 Mowatt Street, Shelburne, NS, [jill.webb@shelburnens.ca](mailto:jill.webb@shelburnens.ca) (902) 875-2991 ext. 8, Fax: 902-875-3932.

Once you have read the document attached to this form, please confirm you have read and understand the conditions contained therein by signing this form in the space provided below.

I have read the attached document on making public presentations to Shelburne Town Council/Town Committee and understand the conditions under which an opportunity to make a presentation to Council or a Town of Shelburne Committee will be provided.

Signature

 \_\_\_\_\_

**For Office Use Only:**

Date Request Received: \_\_\_\_\_

Approved      Refused

Reason for Refusal: \_\_\_\_\_

Applicant Notified

If Approved, Date of Presentation: \_\_\_\_\_

Signature of Executive Coordinator/Committee Secretary \_\_\_\_\_

## Delegation/Public Presentation Information Form

### **Purpose**

To provide an opportunity for members of the public to make presentations to Council or Town Committees. It is intended to guide the staff when approving or scheduling requests from the public to make a presentation to Council or Town Committees.

It is also not intended to limit Councillors from lobbying other Councillors or Council itself from time-to-time to consider matters of general interest; Councillors are not delegations.

### **Objective**

To reserve time for members of the public to make a presentation of up to 15 minutes to Council or a Town Committee.

To allow Councillors or Committee Members to ask questions pertaining to the information provided in a presentation from a member of the public (within the allotted 15 minutes).

To manage the impact of delegations/public presentations on regular Council and Committee Agendas.

### **Process to be followed to Obtain Approval to Make A Presentation to Council/Committees**

Applications are to be provided to the Town Clerk one week in advance of a Council/Committee meeting.

The applicant shall submit a completed application form in writing, by letter or electronically by email, identifying: the nature of the presentation to be made, and the name, address and phone number of the presenters. This will allow the staff to determine the most appropriate Council/Committee meeting to accommodate the request and give the request appropriate consideration. A written or electronic copy of the presentation may accompany the form at this time.

By 12:00 noon at least 5 business days before the Council/ Committee meeting a written or electronic copy of the presentation, if not submitted with the application, must be submitted to the Town Clerk. Staff will provide a copy of the presentation to Councillors/Committee Members in advance of the scheduled presentation. Where this deadline is not met, further consideration of the request will be postponed until the next meeting and the presenter will be appropriately advised.

### **The application may be:**

- Approved and placed on an the appropriate agenda (Council or Committee)
- Refused if it is determined that the subject matter is outside the jurisdiction of the Town of Shelburne or for any reason whatsoever deemed to be inappropriate by Staff

### **Conditions Attached to Approved Applications**

Approved presentations placed on a Council/Committee Agendas shall be scheduled, subject to the following criteria:

- a) A **maximum of two (2) public presentations shall be scheduled per meeting**, unless emergency situations exist or for other good reason there is cause for more presentations as determined by the CAO and/or Mayor at their discretion
- b) Each presentation shall deal with **one topic only**
- c) Each presentation shall be **no more than 15 minutes** long, allowing for questions
- d) The presentation shall be relevant and timely
- e) Members of the Council/Committee may ask questions of clarification of the presenter(s)
- f) There shall be **no debate** of the subject matter of the presentation, at this time

**Notification to Presenter(s)**

The list of presentation requests will be finalized and the presenter(s) notified by the Town Clerk preceding a Council or Committee meeting regarding their request.

**Basis for Rejection of a Request to Make a Presentation**

Failure to adhere to the requirements outlined herein is basis for rejection.

A request to make a presentation shall be placed on a Council or a Committee Agenda only if the presentation is in reference to an item of business before the Council or Committee or any matter generally within the jurisdiction of the Council or Committee.

Where a topic has previously been addressed by Council, further applications to address Council in relation to the same matter will only be accepted if new issues are to be introduced. Issues previously raised are not to be re-presented except by motion of Council.

**Basis of Rejection of Request for Any Other Reason**

The CAO may refuse any applicants request for delegation/public presentation for any reason deemed appropriate by the CAO. All rejected applications will be place on the next Council agenda for the information of Council, at which time the rejection status can be overruled by vote of Council.

Any application to make a presentation to Council/Committee, which is rejected by the CAO shall be immediately reported electronically to any Councillor deemed effected by the decision

**Conduct during Presentation to Committee/Council**

Any persons presenting to Committee/Council **shall not**:

- a) Speak disrespectfully of any person
- b) Use offensive language
- c) Speak on any subject other than the subject for which they have received approval
- d) Disobey any decision of the Chair
- e) Enter into cross debate with other delegations, staff, Councillor or Committee member

The Chair may curtail any delegation, any questions, or a delegation and/or debate during a delegation for disorder, or any other breach of these conduct expectations, and, if the Chair rules that the delegation is concluded, the person or persons appearing shall withdraw, and the decision of the Chair shall not be subject to challenge.

**Other**

The Chair must interrupt the presentation when the timeframe is exceeded and ask direction from Council/Committee on whether the presentation shall continue.

Upon completion of the presentation, Council/Committee members may deem the matter as appropriate, or not, for further consideration.

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Meet the Centre for Environmental Justice Society

**Board of Directors  
2024-25**



## AGENDA

- Meet CEJ
- Programs and Focus
- Mission, Vision, and Goals

## MEET OUR PEOPLE

Louise Delisle- Co-Founder & Vice President

Vanessa Hartley- Co-Founder & President

Darlene Cooper- Treasurer

Dorothy Davis- Director

Marjorie Turner-Bailey- Director

Christina Farmer- Director

Eileen Sanderson- Director

Suzie Hedge- Director

Satie Borden- Director

DeRico Symonds- Advisor



## MEET THE CEJ

The Centre for Environmental Justice (CEJ) is a community-based society dedicated to advancing environmental justice for the historic African Nova Scotian community in Shelburne, Nova Scotia. For generations, our community has faced the disproportionate burdens of environmental hazards, including dumps, air and water pollution.

In 2024, the CEJ emerged from a shared vision to address the legacy of environmental racism and create a more sustainable future for our community.

The Centre for Environmental Justice is a community-led initiative committed to identifying solutions for environmental justice. By prioritizing community health, mental well-being, and quality of life, we strive to address the lasting impacts of environmental racism in historically underserved and underrepresented communities.





## OUR PROGRAMS AND FOCUS

Our work focuses on advocating for remediation, reparations, and sustainable development to create a healthier future for all.

- **Restore and Revitalize:** Reconnect with nature and heal our communities and ecosystems
- **Advocate for Justice:** Create community programs and initiatives that prioritize environmental justice
- **Empower Community:** Equip community members with the knowledge and tools as impacted EJ communities



## **OUR PROGRAMS AND FOCUS**

**Community Briefing on Bill C226**

**Spill the Tea: African Heritage Month Event**

**Environmental Justice Community Seminar x East Coast Environmental Law**

**Y.E.T- Youth and Elders Together**

**"Genes and Geography: Disparities in Cancer Incidence and Outcomes in a Black Canadian Community"**



## MISSION, VISION, AND GOALS

The Centre for Environmental Justice aims to create a healthier and more sustainable future for the community of Shelburne. By prioritizing community health, mental well-being, and environmental justice, the CEJ will:

- Provide space for holistic healing to be a priority for impacted residents through Afrocentric-integrated healing and wellness practices
- Leading authentic community consultation and engagement to incorporate community-identified solutions and goals to redress environmental racism
- Revive and restore impacted and contaminated sites. Support and develop risk management plans for affected communities (displacement and disaster preparedness)
- Increasing and spreading out environmental investments in sustainable infrastructure and development toward addressing environmental injustice
- Study and monitor the relationship between race, socioeconomic status, and overall health outcomes in environmentally impacted communities

**REPORT TO  
FUNDERS**

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**CENTRE FOR  
ENVIRONMENTAL  
JUSTICE**

**SPILL THE TEA  
MARCH 2025**



Nova Scotia  
Advisory Council on  
the Status of Women





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# Say Their Names





## LEGACY IN ACTION

### President's Report

February 15, 2025 was an incredible day for the African Nova Scotian community across the Western region. A time of communion, celebration, and commemoration. To see over 35 Black and African Nova Scotian Women come together was truly inspiring. Our vision for a healthier and just Community includes the dimensions of restorative justice, meaning in order to heal from the prescribed conditions of environmental racism and injustice we must relate to one another in order to heal and restore our community connections but also connect back to our past, honouring the leaders and loves ones that walked the path before us.

On this day we heard from and celebrated many "firsts" to come from our region. Our Keynote speaker, Leanne achieved several firsts, including becoming the first Black female Corporal and later, the first Black female Commissioned Officer.

Our Community Awards celebrated members in the region of their contributions and successes in specific award categories, the following recipients for the 2025 Spill the Tea Community Awards are:

1. COMMUNITY/VOLUNTEER SERVICE- BARB FALK
2. EXCELLENCE IN EDUCATION AWARD - WANDA DOUCETTE
3. SERVICE IN NURSING AWARD- SANDRA DAVIS
4. SOCIAL JUSTICE AND UNITY AWARD- EILEEN SANDERSON
5. FEDERAL SERVICE AWARD- JEAN FOLLETT
6. EXCELLENCE IN PROFESSIONAL SPORTS- OLYMPIAN AND HALL OF FAMES MARJORIE TURNER-BAILEY
7. EXCELLENCE IN FINE ARTS- SYLVIA BELL
8. BLACK WOMEN ENTREPRENEURSHIP AWARD- ANDREA DAVIS
9. DEDICATION TO MINISTRY AND UNITY AWARD- SHEILA HARTLEY-SCOTT
10. PRESERVATION OF HISTORY AWARD- BEVERLY COX
11. DEDICATION IN SOCIAL WORK AWARD- SETI BORDEN

Thank you to our special guests, cater, MC, event volunteers, and Board of Directors for your outstanding work in making this event successful. To our sponsors and funders, without your support this event wouldn't have been possible. Thank you to the **Association of Black Social Workers (ABSW)**, the **Municipality of Shelburne, ANS Western Service Providers Network, Osprey Arts Center** and **African Nova Scotian Affairs (ANSA)**.

Sincerely,

President, Centre for Environmental Justice



## PROGRAM OVERVIEW

The Centre for Environmental Justice was established to address the longstanding issue of environmental racism in the historic African Nova Scotian Community in the South End of Shelburne. Across Nova Scotia, Mi'kmaw and African Nova Scotian Communities have felt the effects and impacts of systemic environmental racism for decades.

In Nova Scotia's climate risk and vulnerability assessment, African Nova Scotians and Black Women in the province are at an elevated risk of climate and social injustice. Our Women have often led these movements, this was our time to recognize, celebrate, and commemorate their contributions and legacy as African Nova Scotian and Black Women in the Western region past, present, and future.

Overall Spill the Tea, embodies supportive approaches to community-centered healing from environmental racism and injustice. Providing programs at the intersection of social and environmental justice allows for a concentric approach to addressing racism and injustice.

## PROGRAM HIGHLIGHTS

### **Uniting African Nova Scotian Women:**

- Successfully launched the "Spill the Tea" event, fostering a powerful gathering of over 35 African Nova Scotian women from across the expansive Western region (Yarmouth to Liverpool).
- Created a vital space for connection, support, and celebration within the Community.

### **Intergenerational Cultural Celebration:**

- Featured impactful Afro-Indigenous dance and drumming performances, bridging over three generations.
- Spaces for Youth and Elders to connect and share stories/knowledge

### **"Say Their Names" Memorial Ceremony**

- Delivered a memorial ceremony, "Say Their Names", featuring over 60 African Nova Scotian Women and a reading of names by Sheila Hartley-Scott.
- Offered a respectful tribute to influential Women (mothers, grandmothers, aunts, sisters, and friends) who have passed, acknowledging their lasting impact among our Communities.



### Community Awards and High Tea Service:

- Celebrated outstanding community contributions through dedicated awards, highlighting the positive impact of African Nova Scotian Women in our Communities.
- Enhanced the event atmosphere with a traditional high tea service, fostering a sense of Community and belonging.

### Keynote Speaker and Spoken Word:

- Leanne Sample delivered an inspiring keynote address that empowered and motivated the attendees.
- Lyndi Goulden performed her original spoken word, speaking to the challenges of growing up in a rural Community at the intersection of identity as a young African Nova Scotian lady.

## OUR OUTCOMES

- **Community:** Built strong connections and intergenerational bonds among Black women.
- **Inclusion:** Elevated the voices and contributions of Black and African Nova Scotian women.
- **Healing:** Fostered trust and dialogue for restorative justice.





## IMPACT & MEASURING SUCCESS

- **Strengthening Community Connections:**
  - Successfully bringing over 35 Black and ANS Women across the western region together to celebrate and commemorate each other. Our light networking session allowed for the increase of intergenerational connections and knowledge sharing between Black women of different ages and backgrounds.
- **Promoting and Increase Social Inclusion:**
  - Working with Elders and Youth to increase the amount of social networks and events Elders in the Community attend. Participants shared that the event was one of the first and allowed for an elevated connection and sense of belonging within the ANS community.
- **Restorative Justice:**
  - As a community-based society we understand the importance of developing and creating trusting and authentic relationships. The event allowed for the region to build trust with the CEJ.
  - Our keynote speaker, Leanne Sample spoke to the importance of building relationships and fostering trust systems that have historically caused harm or injustice.



**COMMUNITY  
BRIEF**

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# **BILL C226**

An Act respecting the development of a national strategy to assess, prevent and address environmental racism and to advance environmental justice

**THE CENTRE FOR ENVIRONMENTAL JUSTICE**  
OCTOBER 2024

# INTRODUCING CEJ

## BRIEF OVERVIEW

The Centre for Environmental Justice (CEJ) focuses on the environmental issues surrounding the landfill (dump) which existed in a predominantly Black and African Nova Scotian community in the South End of Shelburne. The CEJ was established as a direct result of the recent passing of federal legislation. The dump has been closed since 2016 and was decommissioned in 1996, however, there have been lingering environmental concerns and affects for the community over the last 75 years.

Our focus is to organize the citizens in the community to provide accurate information, hear their concerns and act as a bridge between communities and government entities to address issues of remediation at the Morvan Rd dump site, compensation for families and facilities to promote clean water, continued health oversight and sustainable growth that promotes generational equity within the South End community.



# UNDERSTANDING BILL C-226

The long and awaited passing of Bill C226 tasks the Minister of Environment and Climate Change Canada to develop a national strategy to **prevent**, **assess**, and **address** environmental racism and **advance** environmental justice. In this community briefing, we will outline the contents of the bill, review government commitments, and explain what the legislation can mean for residents in south end Shelburne.

## BILL C-226

Bill C-226 aims to address environmental racism by promoting environmental justice and eliminating racial discrimination. It recognizes the disproportionate impacts of environmental hazards and burdens placed upon Indigenous, Black and marginalized communities and emphasizes the importance of their meaningful involvement in policy development. The government commits to assessing and preventing environmental racism and consulting with impacted communities.

As outlined in Bill C-226 we will review the requirements of the strategy, consultation, study, and reporting methods

## COMPONENTS OF BILL C-226

1 NATIONAL STRATEGY

2 CONSULTATION

3 CONTENT

4 REPORTING

## WHAT IS A BILL?

“a draft of a proposed law presented to parliament for discussion”

Bill C-226 is a federal law, Provinces and Territories have authority and powers to make provincial bills and laws.

## HOW TO STAY INFORMED ON BILL C226

- Watch Environment and Climate Change Canada (ECCC) website for updated information
- Sign up for Environment and Climate Change Canada EnviroEquity newsletter

# DIVING INTO THE BILL

As outlined in Bill C-226, we will examine the requirements for the strategy, consultation, contents of the study, and reporting procedures.

## NATIONAL STRATEGY

The Minister of Environment and Climate Change Canada must develop a national strategy to promote efforts across Canada to advance environmental justice and to assess, prevent and address environmental racism.

## CONSULTATION

In developing the strategy, the Minister must collaborate with relevant stakeholders, including other Ministers, and representatives of Canadian governments, and is encouraged to align with Canada's adoption of the framework for Rights for Indigenous People's (UNDRIP).

## CONTENT

The Minister is required to provide a study that examines the link between race, socioeconomic status, and environmental risk, along with information and statistics pointing to the location of environmental hazards.

The study must also analyze measures that can be taken to advance environmental justice and assess, prevent, and address environmental racism.

Possible measures outlined in Bill C-226

- (i) possible amendments to federal laws, policies and programs,
- (ii) the involvement of community groups in environmental policy-making,
- (iii) compensation for individuals or communities, and
- (iv) the collection of information and statistics relating to health outcomes in communities located in proximity to environmental hazards.<sup>1</sup>

## REPORTING & TABLING

### REPORTS TO PARLIAMENT

Within two years of the act becoming federal law, the Minister of Environment and Climate Change Canada is required to prepare a report on the development of the national strategy for each House of Parliament, meaning the report must be seen by **Senate** and the **House of Commons**<sup>2</sup>

### PUBLICATION

The Minister must publish the report on the website of the Department of Environment and Climate Change within 10 days after it has been tabled.

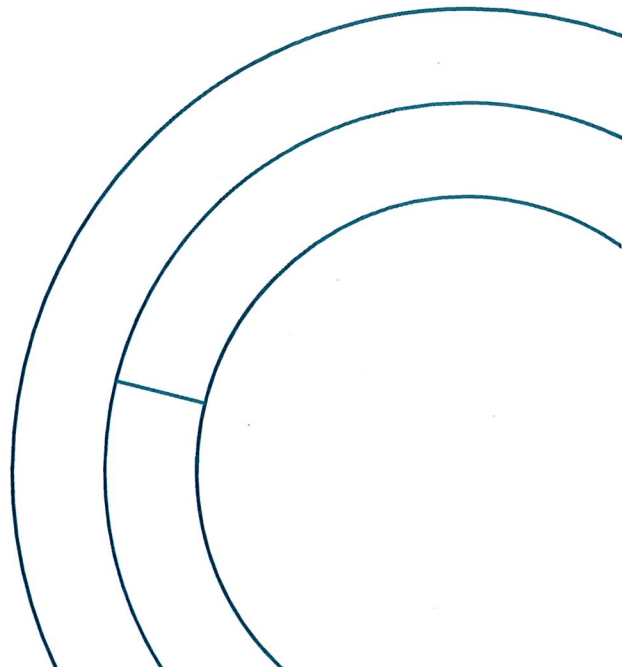
### REPORTS

Within five years of the report mentioned in Section 4 being presented to Parliament, and every five years thereafter, the Minister must collaborate with relevant stakeholders to assess the effectiveness of the national strategy.

The Minister of Environment and Climate Change Canada should then submit a report to Parliament outlining their findings and recommendations within 15 days of its completion.<sup>1</sup>

<sup>1</sup> Private member's Bill C-226 (44-1) - royal assent - national strategy respecting environmental racism and environmental justice act - parliament of Canada. Private Member's Bill C-226 (44-1) - Royal Assent - National Strategy Respecting Environmental Racism and Environmental Justice Act - Parliament of Canada. (n.d.). <https://www.parl.ca/documentviewer/en/44-1/bill/C-226/royal-assent>

<sup>2</sup> Canadian parliamentary system. Canadian Parliamentary System - Our Procedure - ProceduralInfo - House of Commons of Canada. (n.d.). [https://www.ourcommons.ca/procedure/our-procedure/parliamentaryFramework/c\\_g\\_parliamentaryframework-e.html#:~:text=Parliament%20consists%20of%20the%20Crown,provincial%20and%20three%20territorial%20governments.](https://www.ourcommons.ca/procedure/our-procedure/parliamentaryFramework/c_g_parliamentaryframework-e.html#:~:text=Parliament%20consists%20of%20the%20Crown,provincial%20and%20three%20territorial%20governments.)








# GENES AND GEOGRAPHY: DISPARITIES IN CANCER INCIDENCE AND OUTCOMES IN A BLACK CANADIAN COMMUNITY

## A REPORT ON SHELBURNE RESIDENTS' EXPERIENCES

AUTHORS: MARIA BELEN MIGUEL, JULIET M. DANIEL, INGRID WALDRON, PAOLA A. MARIGNANI, SHEILA BOAMAH, LAWRENCE MBUAGBAW, LOUISE DELISLE, AND VANESSA HARTLEY

McMaster University 

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# ACKNOWLEDGEMENTS

---

The research project "Genes and Geography: Disparities in Cancer Incidence and Outcomes in a Black Canadian Community" is the result of a collaborative effort between researchers and the local Shelburne, Nova Scotia community.

The research team includes:

- Co-Principal Investigators

Dr. Juliet Daniel (Department of Biology and Center for Discovery in Cancer Research, McMaster University)

Dr. Ingrid R.G. Waldron (Global Peace and Social Justice Program, McMaster University)

- Co-Investigators

Dr. Paola A. Marignani (Department of Biochemistry and Molecular Biology, Dalhousie University)

Dr. Sheila Boamah (School of Nursing, McMaster University)

Dr. Lawrence Mbuagbaw (Health Research Methods, Evidence, and Impact, McMaster University)

- Collaborators

Dr. Charles Hostovsky (Professor Emeritus, Sessional Lecturer/Research Associate, McMaster University)

Dr. Jong Sung Kim (Occupational & Environmental Health, Human Toxicology, The University of Iowa)

Dr. Ellen Sweeney (PATH Atlantic)

Louise Delisle (African Nova Scotian Western Service Providers Network)

- Research Assistants

Vanessa Hartley (Centre for Environmental Justice, McMaster University)

Ella Roma Gindi (Geography, School of Earth, Environment and Society, McMaster University)

Maria Belen Miguel, MA (Health, Aging, and Society, McMaster University)

- Project Coordinator

Dr. Robert Cowan (Department of Biology and Center for Discovery in Cancer Research, McMaster University)

We extend our sincere gratitude to the participants from Shelburne who shared their experiences with us. We are committed to honoring their stories and contributing to meaningful change in the fight against environmental racism.

# EXECUTIVE SUMMARY

---

This qualitative report is part of a larger study “Genes and Geography: Disparities in Cancer Incidence and Outcomes in a Black Canadian Community”, which aims to determine and identify interactions between environmental, biological, genetic, socio-economic and lifestyle factors that may be driving the high cancer incidence and poor health outcomes in an African Nova Scotian community (South Shelburne) that resided close to a dump that was used for industrial, medical and residential waste for over 75 years until its unofficial closure in December 2016 (24). This mixed-method study involved biospecimen sampling, genomic sequencing, focus groups, interviews, and qualitative surveys; this report will focus on the latter.

The objectives of the larger study are to:

- Determine the demographic and socio-economic profile of Shelburne residents with a cancer history.
- Conduct a “historical geography” of the Shelburne Dump.
- Characterize the toxic metals (metallomes) and carcinogen profiles of biospecimens from Shelburne residents.
- Identify genetic/epigenetic changes in Shelburne residents’ genomes that may explain cancer susceptibility.

To achieve these objectives, it was necessary:

- To explore associations between a cancer history and sociodemographic profile, to determine the effect of living in South Shelburne in the context of a family history of cancer.
- To conduct on-site visits to the dump and make photographic records of anomalies and in the surrounding Shelburne community examining homes closest to the dump in terms of exposure potential.
- To conduct a historical review of newspaper articles regarding the Shelburne dump.
- To analyze toenail samples to determine concentrations of 37 metallomes in Shelburne residents.
- To sequence the genomic DNA of Shelburne residents who participated in the study.

# EXECUTIVE SUMMARY

---

This report explored the experiences of Shelburne residents and their perceptions of living close to the dump. The qualitative findings suggest the following:

- Participants' past experiences with the dump were nostalgic (as kids, some participants experienced the dump as a playground). The dump was sometimes associated with compensating for economic shortfalls, as their parents would retrieve items they needed (and could not afford) from the dump.
- Negative social impact and stigma stemming from living close to the dump was experienced, which sometimes would lead to intersectional discrimination due to being Black.
- Environmental impacts of the dump include air pollution, contaminated water, and contaminated food, among others. These would disrupt their habits and impact their food and water consumption.
- Perceptions of the link between their dump and diseases exist, as many participants reflected on poor health as being a consequence of the dump proximity.
- Inadequate and insufficient services exist in Shelburne.
- Shelburne Town Council's response regarding the dump is perceived as insufficient.

We hope this report will shed light on environmental racism by determining the extent to which cancer can be attributed to multiple factors, including biological/genetic, environmental, lifestyle, and the structural/social determinants of health.

# ABSTRACT

---

Cancer is now the leading cause of death in Canada but little is known about Canadian cancer disparities despite numerous international studies reporting disparities in cancer incidence and outcomes for people of African ancestry. These disparities reflect the interplay of social determinants of health, the environment and genetics. As North American people of African ancestry often reside in low-income neighborhoods near polluting industries, cancer disparities may be due to an interplay of high environmental contaminants exposure and/or an ancestral genetic susceptibility. In this qualitative study, we explored the lived experiences of an African Nova Scotian community (South Shelburne) who have an inordinately high incidence and family history of various cancers. We identified interactions among environmental, biological and genetic factors as well as the structural/social determinants of health (SDOH) that may be driving the high cancer incidence and poor health outcomes in the South Shelburne community. Our goal was to lay a solid foundation to develop novel therapies for current high fatality cancers in people of African Ancestry in Canada and globally, and recommend health policy changes to reduce or eliminate cancer health inequities.

This research involved a team of social scientists, toxicologists, cancer biologists, geographers, biostatisticians and epidemiologists, as well as qualitative and quantitative methods. This report presents the findings of the qualitative arm of the Genes and Geography project. The residents of South Shelburne engaged in a focus group and semi-structured interviews to share their experiences regarding the local dump, discussing its impact on their childhood and family life, environmental concerns arising from its proximity, and potential health implications, including perceived cancer risks. Participants also discussed the support systems available and the inadequate response from the Shelburne council regarding the dump's impact. The findings from our qualitative study underscore the complex interplay of environmental, social determinants of health, and genetic factors that may be contributing to the heightened cancer risks faced by the African Nova Scotian South Shelburne community.

# BACKGROUND

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## Cancer and Health Disparities

Cancer is a heterogeneous family of diseases characterized by abnormal cell proliferation in any part of the body. Uncontrolled cell proliferation is typically due to genetic alterations that can be inherited or caused by chemical (e.g., asbestos, formaldehyde, tobacco smoke, pollution), physical (UV radiation), or biological (bacterial or viral infectious agents) carcinogens (1). Cancer is now the leading cause of death in Canada and the second leading cause of death globally (1, 2). In Canada, projections for 2024 estimate that an average of 675 people will be diagnosed with cancer each day, with 241 lives lost daily to the disease. Despite advancements in research and treatment, increasing evidence from studies in the USA and United Kingdom have reported significant disparities in cancer incidence and outcomes, particularly for people of African ancestry (3, 4).

In the 2016 Canadian Census, Black individuals (from African ancestry) comprised 3.5% of the population (1.2 million) yet exhibited disproportionately high cancer prevalence (25). Systemic inequities in income, housing, education, and healthcare, compounded by racial discrimination and stigma, hinder access to medical care. While originally attributed to low socio-economic status (SES), these disparities are now understood to arise from a complex interplay of SES, lifestyle, environmental and genetic/epigenetic factors (5-7). For example, disparities in prostate cancer incidence and mortality in Hispanic and Black men compared to Caucasian men hint at genetic factors contributing to these disparities (8, 9). Recent Canadian studies show that the main determinants of health are not rooted simply in medical or behavioral factors but are also outcomes of structural determinants of health (SDOH) such as race, poverty, employment/income, neighborhood/housing quality, access to healthcare, education, exposure to crime/violence and racial profiling (10-14). Racial minorities in Canada experience many of these SDOH and thus these marginalized groups exhibit higher rates of prolonged stress, poor mental health, substance abuse and chronic diseases such as cancer (15).

# BACKGROUND

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## **Nova Scotian Cancer Disparities**

Residents of African descent/ancestry represent the largest minority group in Nova Scotia, with the African Nova Scotian (Black) community in the south end of Shelburne facing significant health inequities. Shelburne, home to approximately 1800 residents, was one of the largest Black Loyalist settlements in North America in the 1700s and remains a historical hub for Black Canadians, many of whom currently work as domestics or manual laborers in hospitals, shipyards or fishing plants (14, 16). This community experiences unusually high cancer incidence and mortality, often linked to decades of living downhill from a dump that accepted industrial, medical, and residential waste for over 75 years (14, 17, 18).

These enduring impacts of environmental injustices, colonialism, and systemic/structural racism have further exacerbated these health disparities within African Nova Scotian communities. Historical barriers, such as the absence of healthcare services in rural African Nova Scotian areas until the late 1930s, combined with ongoing systemic challenges, including cultural insensitivity among healthcare workers, transportation barriers, and the prohibitive cost of medications, have negatively affected both physical and mental health. These structural determinants of health have culminated in disproportionately high rates of chronic diseases, such as cancer and diabetes, and increased mortality compared to white Nova Scotians and the general population (19-20).

Despite the increased burden of chronic disease within the African Nova Scotian communities, little is known about their overall health status. This study aimed to identify and analyze the interplay of environmental, biological, genetic, socio-economic, and lifestyle factors contributing to the high cancer incidence and poor health outcomes in the African Nova Scotian community of South Shelburne. The findings will serve as a foundation for developing innovative therapies for high-fatality cancers affecting people of African ancestry in Canada and globally, while informing health policy reforms to address and reduce cancer-related health inequities.

# METHODOLOGY

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## **Design**

This convergent mixed-methods study consisted of qualitative (focus groups, one-on-one interviews), and quantitative (surveys) approaches. Conducted between 2023 and 2024, the convergent design allowed for parallel collection of interview and survey data. The quantitative arm incorporated biospecimen sampling and genomic sequencing to enhance the study's analytical depth. However, this paper will primarily focus on the qualitative findings.

Ethics approval for the study was obtained from the Hamilton Integrated Research Ethics Board #14255. Participants were notified in advance that their participation in the study was voluntary, and written consent was obtained from all participants.

## **Sample and participants**

To determine the demographic and socio-economic profile of Shelburne residents with a cancer history, we conducted a cross-sectional analytical study that involved residents from the south end of Shelburne (environmentally exposed group, as depicted in Figure 1) and the north end (non-exposed comparator group).

As for the recruitment process, the participants were reached out via phone calls, email, and social media posts to encourage participation from the community.

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**Figure 1.** Map of Shelburne. From *A community of widows: How African Nova Scotians are confronting a history of environmental racism*, by CBC, 2018, CBC Radio (21). Retrieved December 1, 2024, from <https://www.cbc.ca/radio/thecurrent/features/facing-race/a-community-of-widows-how-african-nova-scotians-are-confronting-a-history-of-environmental-racism-1.4497952> Copyright 2018 by CBC.

## Data collection

For the qualitative arm, we facilitated a 75-minute focus group and 14 interviews: 12 were conducted in person one-on-one between the interviewer and participant; the remaining 2 involved 2 participants each. In total, 16 interview participants, 4 men and 12 women, participated in the interviews that lasted between 25 - 50 minutes. All the participants were 45 years old or older.

A structured guide was provided to facilitate discussions during the focus groups and interviews, covering a range of relevant topics. Interviews were conducted by two members of the research team, with oversight from a third team member specializing in qualitative methodologies.

# METHODOLOGY

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## **Data analysis**

The data analysis was conducted using Nvivo software, and the thematic framework loosely followed the structure of the interview guides. The analysis followed Braun and Clarke's steps: the researcher immersed in the qualitative data (interviews and a focus group) to generate codes, which were combined into themes. These themes were reviewed and their significance was determined. The last step involves reporting findings, which you may find below.

# RESULTS

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## RESULTS

### Demographics/Baseline

For the recruitment process, we reached out via phone calls, email, and social media posts to encourage participation from the community. In total, 30 45-year-old or older participants were included in the study.

The themes and subthemes that emerged from the semi structured interviews were the following:

- Past experiences with the dump: Naturalization of the dump, the dump as a playground, and the dump as a resource.
- Negative social impact of the dump: Stigma, intersectional discrimination, and environmental racism.
- Environmental impact of the dump: Unwanted animals, environmental hazards, air pollution, poor quality of the water, and food contamination.
- Self-perceived health impact of the dump: More prone to pulmonary diseases, and more prone to cancer
- Resources: Adequate resources, insufficient resources, and inadequate resources
- Unsatisfactory response from the Shelburne Town Council: Non-existent help, racist treatment, and recommendations.

# RESULTS

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**A**

**Past experiences with the dump**

**B**

**Negative social impact of the dump**

**C**

**Environmental impact of the dump**

**D**

**Self-perceived health impact of the dump**

**E**

**Resources**

**F**

**Unsatisfactory response from the Shelburne Town Council**

**G**

**Desired response from the Council**

These themes and subthemes are described below. Please note that 'FP' stands for female participant and 'MP' for male participant in the interviews and focus groups. FG refers exclusively for focus group participants.

# PAST EXPERIENCES WITH THE DUMP

Participants started the recollection of their experiences with the dump during their childhood by contextualizing it as a normal part of their lives. In this sense, living close to the dump and its impact had been naturalized.

**FP5: “The dump was just part of life.”**

**FP9: “(...) Back then, (the dump) was a normal everyday thing.”**

The dump was a familiar setting perceived as non-threatening. This perception occurred due to a lack of awareness regarding its potential negative impacts.

**FP7: “All I can say is, well, all I can say is back then, none of us was aware, you know, the harm that could do. We were kids. We're all kids in the neighborhood. We played on the dump, picked berries up the dump.”**

The residents of Shelburne would visit the dump for recreational activities and to compensate for economic shortfalls.

- **RECREATIONAL PURPOSE: THE DUMP AS A PLAYGROUND**

Shelburne residents would go to the dump to play with their friends, relatives, or alone. They would use disposed items as toys.

**FP1: “We used to go to the dump to play, because we'd use the car hoods as sleds going down over the Hills.”**

**FP10: “We just went to play, because it was a playground. It became a playground. More specifically, if I can remember, we were there a lot. Yeah. We were there with mom a lot. We never went alone, was always with mom. Yeah.”**

**MP13: “(...) As a matter of fact, I can remember getting syringes and using them as squirt guns.**

**FP13: “From the dump?”**

**MP13: “Yeah. We’d go out looking for bike parks all the time.”**

Similarly, their parents would also retrieve disposed items from the dump.

- **COMPENSATING FOR ECONOMIC SHORTFALLS: THE DUMP AS A TROVE OF RESOURCES**

The dump was not only used for disposal; it often served as a place to retrieve disposed items that were needed.

**FP3: “It was... everybody was doing it. We all would get together and we would go up and we would rip things apart, and we would put our hands into the things and have our hands into these liquids. And yeah, we didn't really think too much about it other than we were gonna get something that we needed.”**

**MP8: “We rooted through it. We found things, we lived off the dump, some of us.”**

The fact that residents would ‘live off the dump’ (MP8) was directly linked to their precarious economic situations.

**FP3: “And Dad said it didn't matter at the time because you weren't thinking about 20 years from now, you're just thinking about, ‘I need this thing right now.’”**

**FP10: “We would go there, because Mom would pick up household items and things and bring them home, and we would go and pick up dolls and toys and blankets. I remember mom picking up pots and pans, and there might even have been appliances that she would have picked up, and just things for the house that we didn't have.”**

In conclusion, the dump played a crucial role in participants’ lives, as it would compensate for their lack of resources and would also serve recreational purposes. These activities were carried out without any concern due the lack of awareness or access to information on the negative health impacts of the dump.

# NEGATIVE SOCIAL IMPACT OF THE DUMP

Living close to the dump impacted the social lives of the participants and their families. In this sense, it led to isolation.

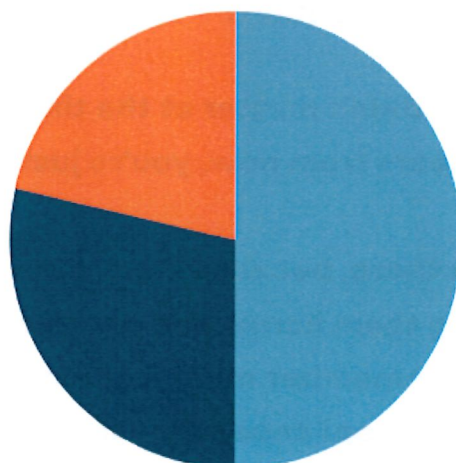
**FP3: “(...) when I was a kid I would make friends, but some of their parents didn't want me to come visit. (...) Because I'm from this side of the tracks. Because I stink like the dump (laughs).”**

- **STIGMA**

Such segregation was a direct consequence of stigma. In this sense, most participants discussed being discriminated against due to living close to the dump.

Were the interview participants treated differently because they lived close to the dump?

- Yes
- No
- n/a



**FP3: “So, I would say... When you're from this area, you don't really see how you're being treated differently, but when you leave the area, you realize that there's things about being on this side of the tracks. (...) And I left, and I came back, and people didn't know me anymore. They didn't know that I was from this side of the tracks. So, when I came back, I realized that... There is a stigma. There is a stigma and there is, you know, growing up we were treated differently, and a lot of that can probably be because maybe we smelled like the dump.”**

**FP10: “Absolutely. Stigma. We were... There was a lot of stigmatization that went on there. We were stigmatized because of where we grew up and lived. We didn't always... we were poor. (...)”**

The stigma to living close to the dump was sometimes recognized at the moment; however, other participants only identified it after relocating.

- **INTERSECTIONAL DISCRIMINATION**

Living close to the dump exacerbated the racism experienced by the participants, resulting in intersectional discrimination based on their economic status, race, and residential location.

**FP1: “Yeah, we hung out together, yeah. No, I don't remember those guys ever treated you any good, so...”**

**Interviewer: “So you think... Do you think it was because of where you lived?”**

**FP1: “I think... A part of that and I think part of it, too, was because we were Black too, right?”**

**Interviewer: “But how do you think that they perceived you, like, took you because of where you live or us and because of where we live?”**

**FP2: “Because we were colored, and we lived at the south end of town. They were white. They lived there, all the other areas. And every chance they got, they give you that N word or say something to you. Not that I cared.”**

In this sense, the participants were discriminated against for being from low income families, for their skin colour, and for their residential location.

- **ENVIRONMENTAL RACISM**

Discrimination played a crucial role in deciding where to place the dump site. Some participants discussed environmental racism, explaining that the decision to place the dump in Shelburne was deliberate.

**FP7: “I mean, it's fact that the dumps all dumps were put in by Black communities and that that's fact that... that's going on for years and they stand.”**

**FP5: “Uh. No, I don't think so. I mean for me, when it comes to anything that is a disadvantage to anybody, it always seems to be placed or land in the backyard of the disadvantaged groups.”**

The proximity to the dump not only affected the social aspects, but also led to environmental consequences.

# ENVIRONMENTAL IMPACT OF THE DUMP

The dump would attract unwanted animals to Shelburne, such as seagulls and rats.

**FFP3:** “OK, so there were... I recall seagulls, a lot of seagulls, walking around, there was always seagulls into the trash, ripping things apart. I don't really remember seeing too many rats. I don't even know if I ever seen any rats. But I'm sure there was rats. I'm sure there was. I'm sure there was all kinds of living creatures in there, the birds, like I said, I've seen seagulls left, right and center (...)”

**FP6:** “All the seagulls and all the crows and the rats. Yes. So, they were... They basically probably came all the way down from this dump all the way down to the end of the street. And probably further into the community, you would see rats all the time going up down the street and walking back (...)”

The participants also discussed the presence of ash, smoke, fires, and liquid runoffs that the dump would generate.

**FP4:** “The ashes would fall on your houses and stuff when you were walking. Sometimes you would get it on your shoulders and your clothes, and you'd have to brush it off.”

**FP3:** “(...) I remember when you would drive up to the dump. There's like a edge, like a hillside. Yeah. And you would see stuff oozing out of the hill, and it would be like, like oily, brown, yucky, sludgy. And it would fill up the ditch along the side and this smell was bad, but at the time everything smelled bad.”

**MP13:** “Fires every night. The sky was... Up that way was just a line of fire, a wall of blazing fire (...).”

These situations impacted the quality of the air, water, and food:

- **AIR POLLUTION**

Air pollution was discussed regarding the prevalence of smoke and foul odors.

**F FP3: “I remember being able to look up and see smoke.”**

**FP10: “I remember that smell very vividly in my mind, that smoky smell, that ashy smell, that... A stench. The burning, like the lingering, I remember the smoldering. Whatever remained... whatever remains were left, didn't all go out.”**

The odor caused by the air pollution impacted everyday activities.

**FP12: “Yes, it... you couldn't put clothes on. When the wind was our way, you knew not to put clothes on a line. You had to wait. Yeah, you had to wait until the wind was a certain way. You had to wait and check and see what where the wind was blowing, and if the wind turned, you had to run it and get your clothes.”**

**FP4: “God, the smell from the dump was unreal. I can remember... You would have your clothes out on the line, and you would look up, and see that the dump was on fire and have to go take your clothes in because it would smell so damn bad. Then, when I was walking over to my grandmother's house, you could see the flames and everything in the smell, you almost had to put your shirt up over top of your nose so you could deal with the smell to get there (...) You couldn't even keep your windows open.”**

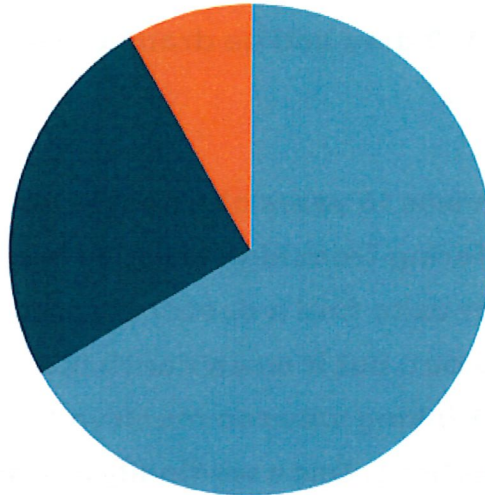
Activities such as walking to a relatives' house were impacted by the smoke and odour.

- **POOR QUALITY OF THE WATER**

Shelburne residents discussed their perception of having access to contaminated water, a source that many of them would still consume.

Did the interview participants drink the contaminated water?

- Yes
- N/A
- No



**FP5: “When we were kids growing up, my parents put in a drilled well, and when they put in the drilled well and they're so deep into the ground, and in that neighborhood, well, most of Shelburne is ironbound. Yeah. So, there was iron in the water, so they had to put a filtration system on the water, because if not all your white clothes turned yellow, and yellow fingernails and stuff turned yellow.”**

**FP10: “Yeah, I think I remember drinking water from there. We used it for everything. I don't remember ever being told not to drink the water, but I do think I remember dad or dad's family having buckets or containers of water, but I don't know what they were for, what was washing or bathing. We were poor. We were very poor and I'm trying to remember... something's telling me there's something we use like this, but I could be wrong. Like a pumper or something, 'cause my dad lived in another house. And he did have running water and taps, and I don't remember seeing any discoloration or anything from the water, but I do know that we would have consumed that water. Yeah. Yeah. Oh, geez... Now that I think about it”**

Such a consumption of contaminated water was sometimes linked to health issues:

**Interviewer:** “(...) but is there a reason why you don't drink your water?”

**FP2:** ‘(...) ‘Cause I don't trust it and... I mean, when they come over and tested it, said it had salmonella, Group B, or something ‘-ella’ something (...) And like I said, W2 died and he drank the water and H2 died, and he drank the water, so...”

**FP4:** “When my son was 16 years old, he was going through a lot of health issues. He was suffering from high blood pressure and migraines. (...), it took a long time for us to find a doctor that was able to sit with him and try to figure things out. But it wasn't until the ambulance driver had picked up on him drinking way too much water, so it was causing him to have water intoxications. Once we finally got him to slow down on drinking the water, he started feeling better. He doesn't have high blood pressure anymore, and he doesn't suffer with migraines.”

As illustrated by the last quote, too much contaminated water consumption was perceived to be the cause of migraines and high blood pressure.

- **FOOD CONTAMINATION**

The contaminated water would impact the soil of Shelburne residents' gardens, as well as animals that they would eat.

**Interviewer:** “But do you think anything from the dump would have affected the soil?”

**FP1:** “Yeah, because if it rains, it's going to affect the soil (...) And we ate a lot of rabbits and stuff out of the woods, and deer meat, you know?”

**Interviewer:** “So, those could be other causes of cancer, like, the gardens, not just the water, but the gardens and.... and, like, you know, the hunters.”

**FP1:** “Yeah. Yeah. The Wildlife and stuff that you were eating.”

**Interviewer: Yeah. “Do you think the dump might have caused other diseases in our community?”**

**FP3: “Absolutely, absolutely. Think about all the animals that were out there eating and licking and having babies, and... and then they ran off and went into everybody's house around the neighborhood and they ate over gardens. And then we ate. We shared with them.”**

The participants also discussed the broader impact of the dump on their health.

# SELF-PERCEIVED HEALTH IMPACT OF THE DUMP

Shelburne residents associated the dump proximity to being more prone to different pathologies.

**Interviewer: “Do you think that the dump may have caused other diseases in the community?”**

**FP6: “Very well may have. It may have caused more diseases than we don't even know, because we don't have the... the knowledge yet about the health risks.”**

In particular, the following pathologies were discussed:

- **MORE PRONE TO PULMONARY DISEASES**

Some participants believe the dump has contributed to lung diseases.

**Interviewer: “Yeah, you. Yeah, you signed it for me. That's right. OK. Do you think the dump may have caused any other diseases in our community? Like lung diseases.”**

**FP2: “Yes, probably, and COPD and all that, because I don't smoke and I ain't good.”**

**MP8: “I'm sure of it.”**

- **MORE PRONE TO CANCER**

All the participants discussed that at least one of their relatives had been diagnosed with cancer.

Have any of the interview participants' relatives been diagnosed with cancer?

● Yes



**MP8: “(...) I don't have a family member alive that didn't pass away from cancer. In... in my life. Mother, father, you know, grandparents (...)”**

**FP10: “Well, in regard to cancer, yes, my mother. (...) she passed away from, yeah, cancer from a cancer called multiple myeloma... Myeloma and it was a form of leukemia or blood cancer.”**

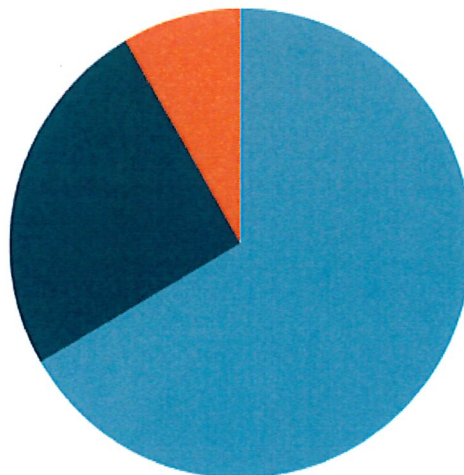
Many of these participants expressed that the dump had contributed to their relatives' cancer diagnoses.

Do interview participants believe that the dump contributed to cancer diagnoses?

● Yes

● n/a

● No



**Interviewer: “And this one kind is similar to the other one asked: do you think there is a relationship between the cancer in your family or yourself personally and the dump in the community?”**

**MP13: “I think there is, yes. I'm not a scientist, but I can reason.”**

**FP3: “He was trying, and he still ended up getting the cancer, and he swears it's because of the dump.”**

Participants discussed the quality of the Shelburne health system and its available resources.

# RESOURCES

Diverse opinions exist regarding available resources. While some participants found them effective, others considered them insufficient or inadequate.

- **ADEQUATE RESOURCES**

Some participants acknowledged that the services were effective.

**Interviewer: “OK, that's good. What specific health services or other supports were available to help you deal with cancer or other illnesses?”**

**FP6: “Palliative care nurses, the cancer doctors in Halifax, then they'd come down to Yarmouth to see and start so that I wouldn't have to drive all the way to Halifax, like those kind of specialists.”**

**FP11: “because he's in palliative care. It's funny. Anyways, they are wonderful. You know, he was... he was when mom was sick, he was really good. So, I think that having that palliative care in the VONs are really good.”**

However, others did not share this opinion.

- **INSUFFICIENT RESOURCES**

Participants recognized that basic resources were available to them; however, more services are needed. They did not determine exactly what health services are missing; however, outreach Centers for Black people were deemed insufficient.

**FP11: “And I find rural Nova Scotia really suffers. We're lucky to have this hospital here, but we don't have a lot of services.”**

**FP5: “Other than the basics, I don't believe there's anything special, right? Yeah. The basics are available, right?”**

**MP8: “No, no. And I'm just answering straight up like on a simple, like walking in and going to work every day and coming home and passing all the signs, there's nothing that says, ‘outreach Center for... for us’.”**

Those resources that are available, however, were described as hard to access.

- **INADEQUATE RESOURCES**

Some online available resources are difficult to access for older adults.

**FP5: “Because that’s how the newer generations are living. It's the older generations who are the ones who are at a disadvantage as far as I'm concerned, because I have to make sure that my parents get the things that they require, because they don't do online or virtual or anything.”**

**FP9: “Or they don't know how to use technology. Well, just a prime example, coming in here and having to use computers or things like that. People are intimidated by that at a certain age.”**

In-person support is questioned due to its extended wait times.

**FP1: “And if you go to the hospital and you end up sitting down there for seven, eight, I mean..., the last time I went to that Hospital. No, not the last time before that I went to that, I was there for eleven hours.”**

**FP9: “(...) Need to have an MRI. I got the letter last week. It's November 21st, 2025.”**

These services were sometimes deemed as not providing enough support for cancer treatments.

**MP8: “(...) and you don't have people that come out and say, ‘look, I'm sorry, this is how it's going to be for the next two days. And then, let me prepare you on what's going to happen.’ There's no such thing of that. But you go to an old folks in Ontario, an old folks home, and there's three or four staff on every day that do that.”**

**Interviewer: “Did you or other members in your family experience any challenges seeking help? Did S12 have any problem trying to get help for her cancer? Do you know? or any illness?”**

**FP12: “(...) When it was early and... She tried to get some help, and I remember her telling me that she couldn't get no help. When it was early.”**

Participants also discussed inadequate responses from the Town Council authorities.

# UNSATISFACTORY RESPONSE FROM THE SHELBURNE TOWN COUNCIL

None of the participants considered that the response of the Town Council of Shelburne was appropriate regarding the dump and its consequences.

- **NON-EXISTENT HELP**

Shelburne residents discussed the lack of acknowledgement by the Town Council regarding the impact of the dump, as well as the Town Council's failure to mitigate such negative effects. Furthermore, there were discussions indicating that the Council strategically delayed their response, perhaps hoping that residents would eventually 'forget' about the issue.

**FP1:** “They do nothing about it. And they say, ‘let’s sweep it under the rug so we don’t have to deal with it’, isn’t it true? So, they don’t have to pay, they don’t have to deal with it. ‘Let’s sweep it under the rug’.”

**FP11:** “Yeah, I think that's the thing right there. I think they, they haven't said it too much, right? It's almost like, ‘OK, we won't say anything. Maybe it'll go away.’ I don't know. That's being a little..., but yeah, I don't think there's been much support there. And I don't even know if they if the people in there now would even remember, right. You know what I mean?”

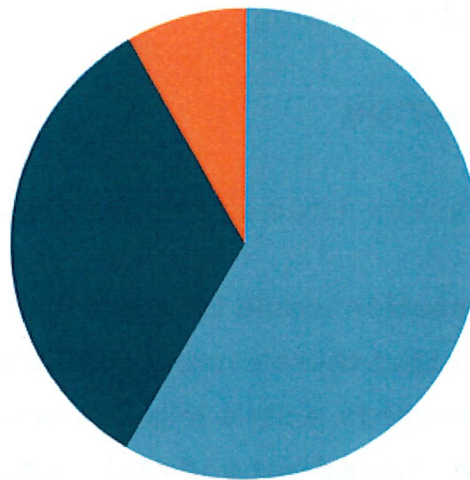
The participants also discussed the general treatment received from the Shelburne Town Council members.

- **RACIST TREATMENT**

Most interview participants identified a different treatment of the Shelburne Town Council towards white residents when compared to African Nova Scotians.

Is there a difference between white and African Scotian residents and how they're responded to by the town council?

- Yes
- n/a
- No



**FP3: “And so, because we're poor and we're from this side of town, we were treated differently. You know, we we don't have the same...”**

**Interviewer: “Voice?”**

**FP3: “Right, we're not heard, and we're not top too.”**

**FP1: “There is, because they’re going to go with the whites more than they are going to go with the Blacks. And, I mean, they are going to do whatever they can for them and then just going to shut us off to the side”**

The participants also discussed the response they expect from the Town Council and other government departments.

# DESIRED RESPONSE FROM THE COUNCIL

When asked about the role that the Shelburne Town Council and other government departments agencies should play in addressing the dump, the participants answered the following:

- **ECONOMIC COMPENSATION**

Economic compensation was listed as a desired response from the council.

**FP4: “Yeah, compensation would be good for a lot of those people.”**

**MP8: “But I do know that there's many subdivisions that were built next to graveyards on graveyards, a little less like in this, and they all got settlements and got moved out and replaced. So yes, if that's the least they could do, they could walk around here and write a check for some families, X amount for X amount of personal harm.”**

This was the preferred method of compensation.

- **ACKNOWLEDGEMENT**

Acknowledgement of the potential risks that the dump may have caused would be validating for the residents.

**FFP5: “Starters probably, stop trying to say it... that didn't exist (...) until you are presented with the reports from the research”**

**FP7: “Acknowledgement. One thing I guess, just the knowledge that it it it it it happened that I was there, it was there and the possibilities that what... What the harm it has done and can done can do and... yeah, and try to clean it up, try to fix it, right. If you can fix.”**

The last quote mentioned cleaning up the dump, which was another desired action mentioned by some participants.

**FP2: “Well, I'd like to see it get cleared up (...)”**

**FP4: “I would love for the dump to get cleaned up, so it's not still contaminating everything.”**

- **MORE RESEARCH ON THE DUMP**

Lastly, the participants expect that further research on the impact of the dump will be conducted.

**FP4: “I think they should do more research on it, I think more testing should be done on the residents that's living in this community right now, as well as any family members that have grown up in here. And figuring out if that's exactly where the cancer is being caused from.”**

**FP6: “Well, we should probably have more research or something to figure out exactly what the repercussions of the dump actually was and are going to be for the days to come.”**

Hopefully, this research will pave the way for future studies on the subject.

# DISCUSSION

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Participants discussed their past experiences with the dump and how it impacted them socially, environmentally, and health-wise. They also shared their thoughts on the resources that were available to them and the role of the Shelburne Town Council. To captivate the importance of these findings, it is important to contextualize, as the dump once located in Shelburne has been a source of ongoing controversy. In 2017, a former Shelburne councillor infamously claimed that it was "time to stop playing the race card" when concerns about environmental racism were raised (22). Since then, official responses have generally been more understanding of the dump's impact, though they remain unsatisfactory: in 2022, the town mayor expressed that they were collaborating with Dalhousie University and McMaster University for these institutions to study the environmental impact of the dump. However, the same document dismissed previous efforts to investigate its negative effects and its potential link to higher cancer rates (23). In this context, this study aims to give Shelburne residents a voice on the issue.

In this study, participants shared two contrasting perspectives on living near the dump—one rooted in historical experiences and the other reflecting present realities. Initially, the dump was perceived as a familiar and non-threatening environment, seamlessly integrated into daily life. Many recalled how it even served as an informal playground and a "trove of resources," where community members salvaged items for resale. However, over time, they came to recognize its devastating long-term consequences, which profoundly shaped their social, economic, and health outcomes and continue to affect their community today.

# DISCUSSION

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The harsh reality of living near the dump took an immense toll on participants and their families, disrupting their social lives, deteriorating their health, and leaving lasting impacts on future generations. Participants spoke of the stigma, intersectional discrimination, and environmental racism they endured, alongside the ongoing segregation they continue to face. Critically, they highlighted the disproportionate burden of disease in their community, particularly rising cancer rates—an issue that underscores broader social justice concerns. Their experiences reflect systemic neglect and environmental injustice, reinforcing the urgent need for policy interventions to address health disparities and protect marginalized communities from the harmful effects of toxic exposure.

Our research is one of the first of its kind to involve an interdisciplinary research team to provide people of African ancestry in rural communities a platform to share their experiences of living near a dump. Participants emphasized the need for more research and formal recognition of the dump's detrimental effects on their lives. The continued lack of acknowledgement echoes the unilateral decision to place the dump's in their community at all – further exacerbating the vulnerabilities of an already marginalized population. This reality aligns with broader patterns of environmental racism, in which Black communities are disproportionately exposed to pollution (Mikati et al., 2018). In the case of South Shelburne, the dump not only contributed to environmental hazard but also reinforced residential stigma, deepening the intersectional discrimination (Shannon et al., 2022) that residents already faced due to both race and socioeconomic status. African Nova Scotian residents discussed receiving different treatment than white people from the Shelburne Town Council. Residents also shared that the Council has not acknowledged or provided compensation to residents for the perceived impact that the dump has had in their community. They expect reparations for the consequences they have endured, which include social, health, and environmental hardships.

# DISCUSSION

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Study participants recalled seeing rats and seagulls in the area, animals that were present due to the dump. They were exposed to fire, ash, smoke, and liquid runoff from the dump, which would affect their health and daily routines. Such an impact was present on a small scale (deciding whether to dry clothes outdoors depending on the presence of smoke) and on a big scale, such as the consumption of contaminated water and food (the latter was caused by contaminated soil). Consumption of spoiled goods was thought to be linked to cancer and pulmonary diseases, according to most participants of this study. This assumption may be confirmed in the quantitative part of the Genes and Geography study, which has sequenced the genomic DNA of Shelburne residents to determine if there are genetic mutations, epigenetic modifications or other alterations such as copy number variations that may underpin the high cancer incidence.

Despite the dump's negative impacts, some participants nostalgically recalled the dump as a childhood playground, where they would find discarded items to play with. The dump was just as valuable to their parents, for it provided essential household items they could not afford, again highlighting the vulnerable situation that these residents had been experiencing for decades.

The dump was normalized because of residents' lack of awareness of dumps risks, also described in Siddiqua et al. (2022) (26). This illustrates the crucial role that authorities should play in raising awareness and acknowledging the potential risks that are found in the communities they are responsible to serve and protect. According to our study participants, the Shelburne Town Council has not properly acknowledged the impact of the dump. Residents consider that their response has been close to nonexistent, echoing the small amount of official documents that may be found discussing this subject. Racist treatment has also been discussed, as African Nova Scotians feel they are not treated as well as white residents.

# DISCUSSION

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Another source of discontent involved healthcare institutions: though some of participants reflected that these services were effective, most participants labelled healthcare institutions as either inadequate or insufficient (i.e. while basic health services are available to Shelburne residents, however, more specialized services are needed). Inadequate healthcare took into account both face-to-face and virtual access to care: in-person supports were criticized due to long wait times, while virtual services are hard to navigate for older adults.

In conclusion, this study shows the urgent need for government and other decision makers to engage and collaborate with African Nova Scotian and other marginalized Canadian communities to promote healthy environments by developing and implementing policy that addresses the structural and social determinants (exposure to pollution and contamination, income insecurity and poverty, poor quality housing, poor quality public infrastructure) determinants of health that contribute to ongoing poor health in communities that are racialized, low-income and located in rural or geographically isolated communities. These are the communities that are most vulnerable and should be considered a priority in health programming and services, health policy, health education, and health research.

# RECOMMENDATIONS

In order to address the lack of acknowledgement of the South Shelburne's dump impact, the social and economic vulnerability of Black residents of Shelburne, and the insufficient information available on dumps and landfills, the following suggestions were recommended by the participants:

- **Economic Compensation:** The participants should be compensated for the hardships endured due to the environmental racism they faced. Financial compensation from the Town Council was Shelburne residents' preferred form of restitution/reparation.
- **Area Cleanup:** Several participants expressed a desire for the dump to be cleaned up to prevent further contamination and pollution in the community.
- **Acknowledgment of the Dump's Negative Impact:** Participants expected recognition of the detrimental effect the dump had had in their lives, particularly in terms of potential health consequences.
- **Research on the Dump's Impact:** Finally, participants expect additional research to be conducted to fully understand the long-term effects and repercussions of living in proximity to and playing in the dump.

These suggestions tackle past and present consequences by cleaning up the remains and financially compensating South Shelburne residents. Our recommendations also consider the future; to prevent environmental racism from happening again, it is important to acknowledge its impact and conduct more research about environmental racism.

# STRENGTHS AND LIMITATIONS FROM THE STUDY

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One of the strengths of this study is its mixed methods component. In this qualitative arm of the study, we explored participants' experiences and perceptions regarding living in close proximity to the dump. These perceptions include social and environmental impacts, and potential health outcomes. Another strength of our study was having an interdisciplinary team of social scientists, geographers, statisticians, nurses and cancer biologists. A South Shelburne resident was a key member of research team: this Shelburne resident was known to the participants, which established trust and helped with rapport. This person assisted with interviewing participants, which allowed discussions of the dump with less reservations.

A limitation of this study is that it did not explore in depth whether participants had left Shelburne and returned, or whether they were born before or after the dump's closure. This could be an important area for future investigation.

# CONCLUSIONS

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This study reveals the intertwined relationship between geography, structural racism, and potential negative health outcomes. It also suggests that discriminatory environmental policies may negatively impact racialized or marginalized communities more than middle-class and wealthy communities. The decision to locate the dump in South Shelburne, a community inhabited by African Nova Scotian people with limited resources, is a clear example of environmental racism. Due to the establishment of the dump, residents faced intersectional discrimination, enduring stigma not only based on their race and economic status but also due to their residential location. Our research also explored Shelburne resident's naturalization of the dump, the perception of its impact on both the environment and their own health. The quantitative component of this study, which analyzed DNA samples, could help confirm whether cancer is a result of exposure to the dump, as many suggest. This study gave a voice to Shelburne residents whose lives have been affected by the many negative impacts of the dump, which have yet to be properly addressed by the council. By sharing their stories, we hope to bring attention to this often neglected issue.

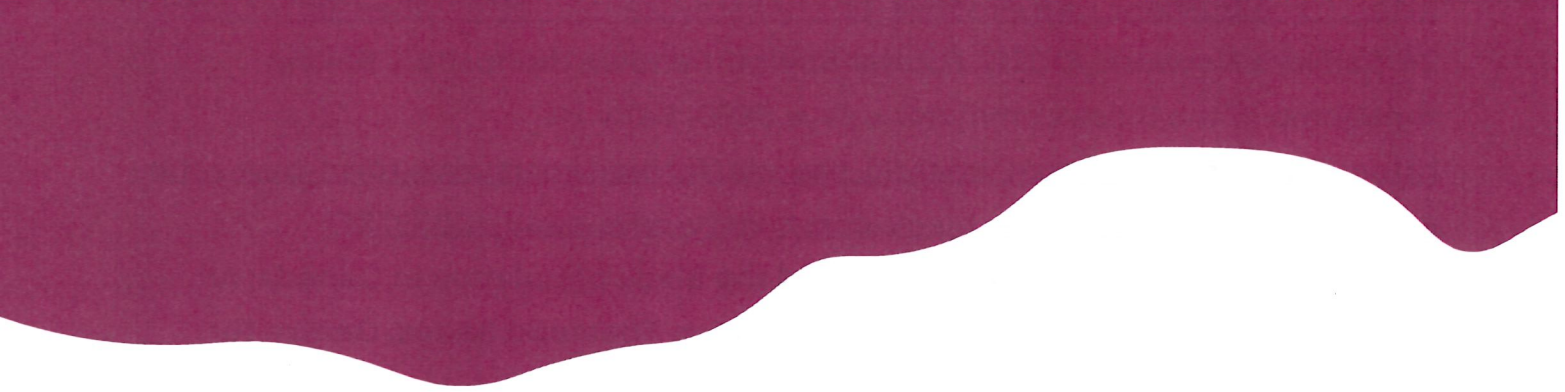
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April 30<sup>th</sup>, 2025

Ms. Sarah Mattatall  
CAO, Town of Shelburne  
and members of  
Shelburne Council

Dear Ms. Mattatall,

Thank you for your response of March 14, 2025, regarding the water meter which was unknowingly removed from my property. I hope this letter will be shared with council as well, as I would like to thank them for their consideration, especially those who may have thought "outside the box" on my situation.

Regarding my responsibility, I am and have been "responsible." I have paid the bill. I have written an apology and explanation as well as multiple suggestions as to how this situation could have been and could be avoided for others in future.

The matter, in my opinion, goes beyond money to the ethics of dealing with your customers. So, I am writing you once again in the hope of change so that no future customer will be treated in the manner I have been. In other words, that, in future, the information about the presence and ownership of meter readers on customer's properties will be readily available on the water bill so that it reaches all customers.

Buried in a subsection of a by-law where the item is not even described is not enough because, in order to refer to the by-law, the customer would have to already know the item was owned by the town! And, if the customer knew that,

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D25-109	
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there would be no removal! It's a chicken and egg situation. From this customer's perspective, it feels like a game of "gotcha!" with the town standing to benefit by withholding the information and <sup>it</sup> feels ethically unfair.

I no longer care what happens to the money. The effort of this letter is about what happens to the next person who innocently falls victim by not being informed.

If your letter had pointed out ways in which I had already been informed and that I had missed and was remiss, I would have felt a lot better and would feel "responsible".

But, in my case, in my view, this is, at the very least, a shared responsibility between the water department and the customer.

If a person stored a car on another's property and that property were sold, it would be the car owner's responsibility to inform the new property owner that the car belonged to them. Otherwise, the fate of the car hangs in the balance and the owner of the car shares in the responsibility of the risk.

In the many ways I have described in my three letters, I have been a responsible citizen. It is difficult, however, to feel responsible about a situation in which I was not adequately informed. I hope Council will consider their role and responsibility in this as well and that the situation will be corrected and, one day, I will read about the existence of meter readers on my regular water bills, saving others from this experience.

Thanking all for your kind attention to this matter, I am yours very truly,  
Judith L. Cleveland

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**25/26 Town of Shelburne Preliminary General Operating Budget – COUNCIL BUDGET MEETING**

The Town of Shelburne Preliminary General Operating Budget for 2025/26 is \$5,013,215. This is an increase of \$340,850 (approximately 7% increase from 2024/25 budget). Assessment is Tax Revenue has increased as well. As stated, every year, expenses continue to rise including those associated with expenditures required to be incurred to address upcoming development projects as well as added responsibilities. The Town of Shelburne is anticipating future development within the Town in the upcoming two to three years, which in turn will enable the Town Council to look at reducing tax rates and putting money away in reserves as the Town benefits from these added revenue sources. Until the tax revenue is realized with future developments, the Town Operating Budget continues to be a challenge. An additional challenge to this year's budget is the unknown full impact of tariffs on goods and services.

**REVENUE-**

**Tax Revenue \$3,009,233 (60%)**- Proposing tax rates to remain the same as 2024/25 for Residential/Resource and Commercial tax rates for 2025/26. Residential/Resource revenue up approximately 5.2%, due to the ongoing Housing Market and Commercial revenue up approximately 2.5% due to continued sales and renovations of Commercial properties. We have received a full list of appeals as of this date and have built in a buffer for appeals. There are a total of fifteen appeals, thirteen of which are Residential/Resource (including 2 apartments) and two Commercial for a total of 7,027,700 in Taxable Assessed Value. Hopefully, the losses in assessment due to appeals will not be greater than the buffers in place.

**Residential/Resource Tax Rate for 2025/26 is \$1.99/100 of assessment.**

**Commercial Tax Rate for 2025/26 is \$3.86/100 of assessment.**

**Deed Transfer Revenue \$130,000 (3%)** – We are budgeting \$130,000 for 25/26 as property sales have not slowed down as anticipated. Budgeted \$100,000 for 2024/25 and are anticipating \$140,000 in revenue for 2024/25.

**Grants in Lieu-Federal & Provincial \$11,720 (less than 1%)** Grants received from Federal & Provincial properties in lieu of Taxes.

**Sale of Services-Fire Protection Revenue (MDS) \$121,358 (2%)** – As per Fire Services Agreement with MDS based on number of calls and mileage for fire calls in the agreed areas of the Municipality of the District of Shelburne.

**Environmental Health Services Revenue \$788,490 (16%)** – Budget shows Wastewater (Sewer) Charge is to increase from \$260.00/unit to \$337.08 (increase of \$77.08) for revenue of \$438,080 due to increased expenses for Wastewater Treatment and Plant Maintenance. The last increase in Wastewater (Sewer Charge) was in 2019/2020 where it went from \$240 to \$260 (previous increases 2017/18 from \$199 to \$219, 2018/19 from \$219 to \$240). Expenses have not remained the same and have increased each year, therefore an increase is to be expected. Staff continue to investigate savings in all areas of

Wastewater Treatment. The upcoming capital project to upgrade the system for future development will also look at areas for better efficiency and hopefully cost savings as well.

Solid Waste expense comes from Shared Services out of MDS for collection and Region of Queens for disposal and is estimated to decrease by approximately 3% as per notices from Shared Services and Region of Queens. The decrease is due to a reduction in the cost of operating the West Green Harbour transfer site for the 2025/26 fiscal year (previous capital costs paid for). The future costs are to rise significantly due to new requirements and regulations regarding the C & D site. Amounts are prepared by MDS as per the Shared Services Agreement with TOS and TOL together with MDS. Total budgeted cost for 2025/26 Waste Collection and Disposal is \$350,410, which will decrease the Solid Waste charge from \$363.85/unit to \$350.41.

Shared Services with MDS and TOL are budgeting \$905,648 for capital projects in the 2025/26 fiscal year. Under the Shared Services agreement, the Town of Shelburne will be responsible for approximately \$215,000 (Future meetings will be necessary to discuss repayment options). The Municipality is also forecasting significant increases in curb side pickup and future necessary additional investments into the C & D transfer station. Due to these significant increases in Waste Collection and Disposal costs, discussions with MDS and TOL regarding these costs and other avenues for these services will have to take place as the anticipated increases are not financially feasible.

**Proposed Wastewater (Sewer) Charge for 2025/26 is \$337.08/unit.**

**Proposed Solid Waste Charge for 2025/26 is \$350.41/unit.**

**Rentals \$81,696 (2%)** – Rental income from 13 George St, 162 Mowatt St and 35 King St. All rental and leases will be a priority in 2025/26 to look for increases to sustain these properties for ongoing operating, maintenance and repair costs.

**Return on Investment, Interest and Other Revenue \$181,370 (4%)** – No significant change to Bank Interest on Current Account, Interest on outstanding Taxes and Miscellaneous Other Revenue.

**Unconditional Transfers from Provincial Government \$370,645 (7%)** – Consists of Capacity Grant at \$283,146 and second of 5 years top up of \$26,499 (new Municipal Services Agreement), Town Foundation Grant \$50,000, HST Offset \$9,000 and Provincial Fuel Tax Refund \$2,000. The Capacity Grant, which is \$359,645, assists in offsetting payments to the Province of NS for Education in the amount of \$377,024 and the Department of Justice in the amount of \$4,000 for a total of \$381,024.

**Conditional Transfers from Federal, Provincial and Other Local Governments \$6,000 (less than 1%)** – Provincial EMO Civic Addressing (money is forwarded to Municipality of Shelburne as they oversee Civic Addressing) for \$1,000 and MDS Grants for Splash Park \$5,000.

**Other Transfers \$268,733 (5%)**- Suggesting Transfer from Operating Reserve of \$162,110 to cover Succession Planning and the completion of Landfill Phase 1 project (previously approved, remainder of project).

**Highlight - Anticipated surplus for General Operating for fiscal year end March 31, 2025**

## EXPENSES –

**General Government Services \$1,024,861 (21%)**- Includes Mayor, Council, Committee Expense, Legislative, Administration and Finance, Employer Benefits, Training, Town Hall Expense, Assessment Cost Recovery (PVSC), Grants to Organizations, Administration Expense (Legal, Audit, IT, Office Expense), Insurance, Accessibility Planning, and other Administration Expense.

**Highlights-** Council Stipends increased 2.5% (annual CPI inflation rate, as per Council Remuneration Policy). Staff wages increased as per Union Contract. The Finance Department increased due to succession planning for the retirement of the Finance Manager at the end of 2025/26 fiscal year. Budgeting for a Salary Administration Review due to staff losses to adjoining municipalities. Expenses for 162 Mowatt Street transferred to Administration with the sale of 168 Water Street and relocation to 162 Mowatt Street (receive \$60,000 in rent from tenant on first level). Grants to Organizations has increased due to increased requests.

**Protective Services \$1,257,123 (25%)** – Includes Police Protection, Emergency Measures, By-Law Enforcement, Fire Protection, Fire and Building Inspection (Shared Services) and Debt Payments (Fire Trucks).

**Highlights-** Department of Justice (RCMP Services and Department of Justice) is budgeted at 878,638 up 6% from 828,904 (this is an estimated increase, will change if actual received from the Province differs). Emergency Measures budgeted at 6,700 down from 11,628. Fire Protection budgeted at 257,716, consistent with the previous year. Fire Inspection and Building Inspection (Shared Services) budgeted at 63,303 up from 33,472 due to second Building/Fire Inspector in position for full year plus purchase of programs.

**Public Works \$644,740 (13%)** – Includes Personnel Costs, General Equipment, Equipment Mtc, Public Works Buildings, Roads & Streets, Sidewalks, Parks & Facilities and Debt Payments.

**Highlights-** Wages & Benefits budgeted at 385,346 up from 323,307 due to the Temporary Position for a portion of the previous year now Full Time and a new half time position added to staff to accomplish all scheduled tasks and projects. A significant workload has been added due to a major review of our infrastructure to determine capacity challenges because of upcoming developments. The survey budget is now included in Planning and Inspection. Salt and Sand increased from 25,000 to 40,000 due to increased cost in Salt, Trucking and weather. Parks & Facilities budgeted at 28,400 down from 39,460 due to repairs at Grovestine's Complex washroom, canteen and electrical building's roof and sides accomplished in 2024/25.

**Wastewater \$438,080 (9%)** – Includes Personnel Costs, Stormwater, Vehicle Expense, Lift Stations, Treatment Plant, Mtc of Lines and Debt Payments (WWTF). Increase in Expenses are due to Wastewater Treatment and Plant Maintenance as stated previously.

**Waste Collection \$350,410 (7%)** – Solid Waste Collection and Disposal

**Other Waste Collection \$85,983 (2%)** – Includes Compost Bins (Green Carts) \$2,500, Garbage Bins/Dog Waste Stations & Bags \$525 and Capital Expense from Revenue (Landfill Project Phase 1 remainder) \$82,958 (transfer from Operating Reserve).

**Community & Economic Development \$183,790 (4%)** – Includes MPAL, Planning & Inspection, Economic Development and Tourism & Events.

**Highlights-** Senior Planner is now working 4 days a week due to the increased development and ongoing review and updating of By-Laws and other matters relating to planning (due to increased development). Other Professional Services increased from 20,000 to 53,100 for continued support for Major Capital Projects, Engineering, Surveying and Public Engagement. Tourism and Events down from 25,125 to 11,570 as VIC will be utilized without two Canada Student Job positions.

**Facilities Management \$144,655 (3%)** – Includes Community Centre, Little Peoples Day Care, King St Ctr, Cox Shipyard Complex, 13 George Street, MacKay Memorial Library, Guild Hall, Washrooms.

**Highlights-** Decrease of 149,842 from the previous year due to 162 Mowatt Street moving to Administration and the Relocation of the Town Office Capital Expense.

**Fiscal Services \$408,929 (8%)** – Includes Debenture Principal payments \$273,929, Allowance for Uncollectable Taxes \$5,000, Transfer to Capital Reserves \$80,000 and Transfer to Operating Reserve \$50,000.

**Highlights-** Debt Principal Payments of \$273,929 includes a Debenture Balloon payment of which \$106,623 is being transferred from Capital Reserve as the Town has been putting aside an amount each year to pay out the Balloon payment instead of refinancing the Debenture. Transfer to Capital Reserve consists of \$80,000 for the purchase of a new Fire Truck which is anticipated to be delivered in the Fall of this year. Transfer to Operating Reserve of \$50,000 for an ongoing legal matter.

**Reduction of Tax Revenue (Payments back to Province and Western Regional Library) \$394,424 (8%)** – Includes Education (Tri-County Schools) \$377,024, Library \$13,400, Department of Justice (Prosecution Fees) \$4,000.

**Taxation Exemptions \$80,221 (2%)** – Includes Low Income Exemption \$22,000, Non-Profit Tax Exemptions \$42,331, Commercial District Development Improvement Program \$15,890.

**Highlights-** Proposed changes to Low Income Tax Exemptions-

**Low Income Tax Exemptions** – Budget \$22,000 down from \$30,000 (2024/25 actual \$20,400 – 61 Applications (58 Approved and 3 not Approved due to household income over threshold)

**Previous thresholds-**

-Total household income of \$35,000 or less for a rebate of \$400.00

-Total household income of \$35,001 to 40,000 for a rebate of \$200.00

**Proposed thresholds-**

-Total household income of \$35,000 or less for a rebate of \$400.00

-Total household income of \$35,001 to 42,000 for a rebate of \$200.00

Deadline to apply is January 31, 2026, or when budget amount is reached.

**DEBENTURE BALANCE UPDATE –**

As of March 31, 2025, the total principal balance on Debentures is \$1,322,588

25/26 Principal Payments from Operating \$273,929

25/26 Interest Payments from Operating \$35,472.92 (allocated to each department)

**Highlights- Seven debentures will be paid off in June 2025 and six in November 2026. With these debentures paid off, it will free up \$60,817 principal payments plus interest in the Operating Budget. With the current Infrastructure Projects commencing for future development, the Town Operating Budget will need available revenue to incorporate new debt payments with regard due to borrowing for the current projects when completed. With these debentures paid off, it will enable the Town to incorporate any new Debenture principal and interest payments from the Operating Budget.**

**Operating Reserve Balance –**

**Balance March 31, 2025 - \$1,067,913**

**Budget of \$5,013,215 at 20% equals \$1,002,643 Optimal Operating Reserve Balance**

**This does not include any 2023/24 Year End Transfers nor any budgeted Transfers for 2024/25.**

**Town of Shelburne  
WORKING BUDGET**

**REVENUE**

	24-25 BUDGET	24-25 PROJECTED	25-26 BUDGET
<b>GENERAL OPERATING REVENUES</b>			
<b>TAXES</b>			
<b>ASSESSABLE PROPERTY</b>			
RESIDENTIAL	\$1,951,475	\$1,957,858	\$2,063,349
COMMERCIAL	\$880,914	\$888,569	\$910,666
RESOURCE	\$34,895	\$35,852	\$35,215
FOREST PROP TAX(LESS 50,000AC)	\$23	\$15	\$3
	<b>\$2,867,307</b>	<b>\$2,882,294</b>	<b>\$3,009,233</b>
<b>BUSINESS PROPERTY</b>			
BELL ALIANT	\$9,933	\$10,861	\$10,975
	<b>\$9,933</b>	<b>\$10,861</b>	<b>\$10,975</b>
<b>OTHER TAXES</b>			
DEED TRANSFER TAX	\$100,000	\$140,000	\$130,000
	<b>\$100,000</b>	<b>\$140,000</b>	<b>\$130,000</b>
	<b>\$2,977,240</b>	<b>\$3,033,155</b>	<b>\$3,150,208</b>
<b>GRANTS IN LIEU OF TAXES</b>			
GRANTS IN LIEU - FEDERAL	\$10,161	\$12,022	\$11,720
	<b>\$10,161</b>	<b>\$12,022</b>	<b>\$11,720</b>
<b>PROVINCIAL GOVERNMENT</b>			
GRANTS IN LIEU - PROVINCIAL	\$3,394	\$3,368	\$3,972
FIRE PROTECTION	\$489	\$523	\$523
	<b>\$3,883</b>	<b>\$3,891</b>	<b>\$4,495</b>
	<b>\$14,044</b>	<b>\$15,913</b>	<b>\$16,215</b>
<b>SALE OF SERVICES</b>			
<b>PROTECTIVE SERVICES</b>			
FIRE PROTECTION - MDS	\$105,606	\$105,606	\$121,358
	<b>\$105,606</b>	<b>\$105,606</b>	<b>\$121,358</b>
<b>ENVIRONMENTAL HEALTH SERVICES</b>			
WASTEWATER CHARGE	\$338,510	\$337,567	\$438,080
SOLID WASTE CHARGE	\$363,855	\$363,122	\$350,410
WASTEWATER CONNECTIONS	\$2,000	\$0	\$3,000
	<b>\$704,365</b>	<b>\$700,689</b>	<b>\$791,490</b>
	<b>\$809,971</b>	<b>\$806,295</b>	<b>\$912,848</b>
<b>OTHER REVENUE FROM OWN SOURCES</b>			
<b>LICENSES &amp; PERMITS</b>			
VENDOR PERMITS	\$400	\$1,200	\$1,000
ZONING/COMFORT LETTERS	\$100	\$0	\$100
DEVELOPMENT PERMITS	\$600	\$550	\$1,500
	<b>\$1,100</b>	<b>\$1,750</b>	<b>\$2,600</b>
<b>FINES</b>			
TRAFFIC VIOLATIONS-COURT FINES	\$6,000	\$3,290	\$5,000
TRAFFIC VIOLATION -PARKING	\$500	\$0	\$500
	<b>\$6,500</b>	<b>\$3,290</b>	<b>\$5,500</b>
<b>RENTALS</b>			
PROPERTIES	\$130	\$0	\$200
13 GEORGE ST	\$7,901	\$7,901	\$7,901
GOC BUILDING	\$60,000	\$60,000	\$60,000
KING STREET CENTRE	\$12,600	\$12,595	\$12,595
GUILD HALL	\$0	\$250	\$0
	<b>\$80,631</b>	<b>\$80,746</b>	<b>\$80,696</b>
<b>FIRE STN./COMM CTR. (RENTAL)</b>			
AUDITORIUM	\$1,250	\$300	\$1,000
	<b>\$1,250</b>	<b>\$300</b>	<b>\$1,000</b>
<b>RETURN ON INVESTMENT</b>			
BANK INTEREST ON CURRENT ACCT	\$30,000	\$36,000	\$32,000
	<b>\$30,000</b>	<b>\$36,000</b>	<b>\$32,000</b>
<b>PENALTIES &amp; INTEREST ON TAXES</b>			
INTEREST	\$35,000	\$35,000	\$33,000
	<b>\$35,000</b>	<b>\$35,000</b>	<b>\$33,000</b>

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	24-25 BUDGET	24-25 PROJECTED	25-26 BUDGET
<b>MISCELLANEOUS</b>			
OTHER REVENUE	\$122,570	\$122,900	\$116,370
	\$122,570	\$122,900	\$116,370
	\$277,051	\$279,986	\$271,166
<b>UNCONDITIONAL TRANS FRM GOVTS</b>			
<b>PROVINCIAL GOVERNMENT</b>			
CAPACITY GRANT	\$359,645	\$359,645	\$359,645
HST OFFSET	\$9,000	\$8,803	\$9,000
PROV FUEL TAX REFUND	\$1,500	\$1,702	\$2,000
	\$370,145	\$370,150	\$370,645
	\$370,145	\$370,150	\$370,645
<b>COND. TRANS. FR. FED &amp; PROV GT</b>			
<b>FEDERAL GOVERNMENT</b>			
JOB GRANTS	\$2,128	\$1,687	
COVID SAFE RESTART GRANT	\$0	\$0	\$0
	\$2,128	\$1,687	\$0
<b>PROVINCIAL GOVERNMENT</b>			\$0
EMO (CIVIC ADDRESSING)	\$1,000	\$1,000	\$1,000
	\$1,000	\$1,000	\$1,000
<b>COND. TRANSFRS-OTH LOCAL GOVTS</b>			
MDS -FUNDING	\$8,500	\$10,100	\$5,000
TOL - TOURISM & EVENTS	\$8,500	\$10,100	\$5,000
	\$11,628	\$12,787	\$6,000
<b>OTHER TRANSFERS</b>			
TRANS FROM OTHER FUNDS (OWN RES)	\$212,286	\$215,410	\$286,133
	\$212,286	\$215,410	\$286,133
<b>TOTAL REVENUE</b>	<b>\$4,672,365</b>	<b>\$4,733,696</b>	<b>\$5,013,215</b>

<b>EXPENSES</b>	<b>24-25 BUDGET</b>	<b>24-25 PROJECTED</b>	<b>25-26 BUDGET</b>
<b>GENERAL OPERATING EXPENSES</b>			
<b>GENERAL GOVERNMENT SERVICES</b>			
<b>LEGISLATIVE</b>			
<b>MAYOR</b>			
STIPEND	\$23,411	\$23,411	\$23,997
CPP/MEDICAL	\$860	\$500	\$1,220
TRAVEL & EXPENSES	\$2,000	\$2,670	\$2,750
	<u>\$26,271</u>	<u>\$26,581</u>	<u>\$27,967</u>
<b>COUNCIL</b>			
STIPEND	\$58,532	\$58,528	\$59,991
CPP/MEDICAL	\$6,866	\$5,500	\$6,900
TRAVEL & EXPENSES	\$4,000	\$6,600	\$6,750
	<u>\$69,398</u>	<u>\$70,628</u>	<u>\$73,641</u>
<b>COMMITTEE EXPENSE</b>			
COUNCIL INITIATIVE EXPENSE	\$1,000	\$750	\$1,000
OTHER COMMITTEE EXPENSE	\$1,000	\$450	\$750
	<u>\$2,000</u>	<u>\$1,200</u>	<u>\$1,750</u>
<b>OTHER LEGISLATIVE</b>			
ELECTIONS, PLEBISCITES	\$15,500	\$15,027	\$0
NSFM DUES	\$2,427	\$3,374	\$3,400
	<u>\$17,927</u>	<u>\$18,401</u>	<u>\$3,400</u>
<b>LEGISLATIVE TOTAL</b>	<u>\$115,596</u>	<u>\$116,810</u>	<u>\$106,758</u>
<b>ADMINISTRATION &amp; FINANCE</b>			
<b>CAO</b>			
CAO	\$94,850	\$94,870	\$103,000
CAO EXPENSES	\$5,000	\$4,000	\$5,000
DEPUTY CAO	\$35,000	\$50,000	\$0
DEPUTY CAO EXPENSES	\$9,000	\$3,500	\$0
EXECUTIVE CO-ORD	\$40,962	\$47,098	\$49,100
	<u>\$184,812</u>	<u>\$199,468</u>	<u>\$157,100</u>
<b>ADMINISTRATION</b>			
HR MNGR/ADMIN	\$43,501	\$42,340	\$40,205
OFFICE STAFF - CASUAL	\$0	\$0	\$0
CSR/ADMIN	\$37,700	\$33,404	\$39,505
RECORDS MANAGEMENT/AM	\$0	\$0	\$0
	<u>\$81,201</u>	<u>\$75,744</u>	<u>\$79,710</u>
<b>FINANCE</b>			
FINANCE MANAGER	\$70,677	\$70,675	\$80,000
DIRECTOR CORPORATE SERVICES			\$41,600
ACCOUNTANT			\$63,700
FINANCE OFFICER LEVEL TWO	\$49,304	\$50,460	\$0
FINANCE OFFICER LEVEL ONE			\$41,340
	<u>\$119,981</u>	<u>\$121,135</u>	<u>\$226,640</u>
<b>BENEFITS</b>			
EMPLOYER EI, CPP	\$25,735	\$27,459	\$33,560
EMPLOYER TOWN PENSION	\$18,940	\$18,600	\$27,000
EMPLOYER HEALTH PLAN	\$16,070	\$14,620	\$28,550
WORKERS COMPENSATION	\$12,385	\$13,030	\$14,920
SALARY ADMIN REVIEW			\$3,234
SICK LEAVE EXPENSE	\$3,000	\$3,000	\$3,000
VACATION PAY EXPENSE	\$3,000	\$3,000	\$3,000
	<u>\$79,130</u>	<u>\$79,709</u>	<u>\$113,264</u>
<b>TRAINING</b>			
STAFF EXPENSES	\$1,500	\$750	\$1,500

STAFF TRAINING	\$3,000	\$2,100	\$4,000
	<u>\$4,500</u>	<u>\$2,850</u>	<u>\$5,500</u>
<b>TOWN HALL EXPENSE</b>			
162 MOWATT ST - TOWN HALL/CAN POST			\$118,393
TCA - OFF RELOCATION - 162 MOWATT		\$74,257	
168 WATER ST -MAINTENANCE & REPAIRS	\$2,500	\$1,207	\$0
168 WATER ST - LIGHT & FUEL	\$17,600	\$3,668	\$0
168 WATER ST - WATER & INSURANCE	\$5,960	\$5,657	\$0
168 WATER ST -JANITORIAL WAGES	\$7,850	\$3,269	\$0
	<u>\$33,910</u>	<u>\$88,058</u>	<u>\$118,393</u>
<b>GENERAL GOV'T SERVICES</b>			
ASSESSMENT CST RECOVERY	\$26,311	\$26,310	\$27,190
GRANTS TO ORGANIZATIONS	\$71,000	\$68,300	\$83,300
	<u>\$97,311</u>	<u>\$94,610</u>	<u>\$110,490</u>

	24-25 BUDGET	24-25 PROJECTED	25-26 BUDGET
<b>ADMINISTRATION EXPENSE</b>			
LEGAL SERVICES	\$29,000	\$24,320	\$30,500
AUDIT SERVICES	\$28,618	\$25,060	\$27,000
IT-SOFTWARE LICENSES/SUPPORT/SECURI	\$24,500	\$27,350	\$26,900
OFFICE SUPPLIES	\$11,000	\$11,500	\$11,500
TELEPHONE/INTERNET	\$9,740	\$9,000	\$8,400
ADVERTISING	\$10,000	\$4,370	\$7,500
OFFICE EQUIPMENT	\$20,000	\$11,000	\$15,000
	<u>\$132,858</u>	<u>\$112,600</u>	<u>\$126,800</u>
<b>OTHER ADMINISTRATION EXPENSE</b>			
LIABILITY/CRIME/RNTL/ COMP DATA INSUR.	\$67,850	\$67,615	\$70,000
OTHER GENERAL ADMIN SERVICES	\$13,500	\$13,000	\$13,500
MERCHANDISE	\$1,000	\$0	\$500
ASSET MANAGEMENT INITIATIVES	\$0	\$0	\$2,000
ADEI CO-ORDINATOR	\$0	\$4,000	\$1,000
	<u>\$82,350</u>	<u>\$84,615</u>	<u>\$87,000</u>
<b>ADMIN &amp; FIN TOTAL</b>	<u>\$816,053</u>	<u>\$784,532</u>	<u>\$906,504</u>
<b>DEBT CHARGES</b>			
<b>INTEREST ON LTD</b>			
DEBENTURE INTEREST	\$2,075	\$2,075	\$1,299
TERM LOAN INTEREST(O/D)	\$0	\$0	\$0
OTH DEBT CHRGS-BNK S/C,ETC	\$9,500	\$9,500	\$10,300
<b>DEBT CHARGES TOTAL</b>	<u>\$11,575</u>	<u>\$11,575</u>	<u>\$11,599</u>
<b>TOTAL GENERAL GOVERNMENT SERV</b>	<u>\$943,224</u>	<u>\$897,890</u>	<u>\$1,024,861</u>

<b>PROTECTIVE SERVICES</b>			
<b>PROTECTIVE SERVICES</b>			
<b>POLICE PROTECTION</b>			
DEPT. OF JUSTICE (RCMP SERV.)	\$828,904	\$828,904	\$878,638
	<u>\$828,904</u>	<u>\$828,904</u>	<u>\$878,638</u>
<b>OTHER PROTECTIVE SERVICES</b>			
EMERGENCY MEASURES	\$11,628	\$11,628	\$6,700
	<u>\$11,628</u>	<u>\$11,628</u>	<u>\$6,700</u>
	<u>\$840,532</u>	<u>\$840,532</u>	<u>\$885,338</u>
<b>BY-LAW ENFORCEMENT</b>			
OTHER-BY-LAW ENFORCEMENT OFFIC	\$22,000	\$21,290	\$22,599
EMPLR (EI/CPP)	\$1,610	\$1,691	\$1,700
EMPLR(PENSION)	\$850	\$1,132	\$1,585
EMPLR(MEDICAL)	\$3,000	\$3,550	\$4,055
EMPLR (W/C)	\$750	\$750	\$790
BY LAW OFFICER EXPENSE	\$4,500	\$2,000	\$2,500
OTHER-BY LAW EXP	\$820	\$1,400	\$850
	<u>\$33,530</u>	<u>\$31,813</u>	<u>\$34,079</u>
<b>FIRE PROTECTION</b>			
ADM - WORKER'S COMPENSATION	\$3,500	\$5,100	\$6,700

FIRE (VOL FORCE ALLOWANCE)	\$4,700	\$5,044	\$5,300
OCCUPATIONAL HEALTH & SAFETY	\$0	\$0	\$0
SVFD-BUNKER GEAR, SBGA, ETC	\$25,000	\$25,000	\$25,000
FIRE ALARM SYSTEMS-DISPATCH	\$3,220	\$3,130	\$3,300
WATER SUPPLY AND HYDRANTS	\$83,565	\$83,570	\$83,566
WATER SUPP & HYDTS-FIRE WELLS	\$100	\$0	\$100
TRAINING	\$15,000	\$11,000	\$12,000
OTHER - SUPPLIES, MEALS, ETC	\$150	\$0	\$0
FIRE STATION AND BUILDINGS	\$33,500	\$30,000	\$32,500
FIRE STN- WATER, INS	\$20,200	\$16,000	\$17,950
MAINTENANCE OF EQUIPMENT	\$8,000	\$12,400	\$10,000
MAINTENANCE OF TRUCKS-INC FUEL	\$37,000	\$40,500	\$38,000
MTC/INS OF BOATS-INC FUEL	\$2,000	\$1,450	\$1,500
MTC/INS OF ATV-INC FUEL	\$1,100	\$600	\$600
MTC/INS OF LAFRANCE	\$800	\$500	\$500
COMMUNICATION EQUIP-TRK RADIO	\$3,000	\$5,600	\$4,000
TRUCK & EQUIPMENT INSURANCE	\$16,540	\$15,906	\$16,700
	<u>\$257,375</u>	<u>\$255,800</u>	<u>\$257,716</u>

	24/25 BUDGET	24-25 PROJECTED	25-26 BUDGET
<b>SHARED SERVICES</b>			
FIRE INSPECTION	\$13,011	\$13,011	\$15,007
BLDG INSP-SHARED SERVICES	\$33,472	\$33,472	\$63,303
	<u>\$46,483</u>	<u>\$46,483</u>	<u>\$78,310</u>

<b>DEBT CHARGES</b>			
OTH DEBT CHRGS-LATE FEES, ETC	\$0		\$0
DEBENTURE INTEREST	\$2,191	\$2,191	\$1,680
	<u>\$2,191</u>	<u>\$2,191</u>	<u>\$1,680</u>
<b>TOTAL PROTECTIVE SERVICES</b>	<u>\$1,180,111</u>	<u>\$1,176,819</u>	<u>\$1,257,123</u>

<b>PUBLIC WORKS</b>			
<b>OPERATIONS</b>			
<b>WAGES &amp; BENEFITS</b>			
WORKER'S COMPENSATION	\$10,000	\$9,306	\$10,528
EMPLOYER(EI/CPP)	\$22,416	\$21,128	\$25,500
EMPLOYER(PENSION)	\$9,664	\$9,555	\$14,354
EMPLOYER(MEDICAL)	\$11,688	\$12,903	\$18,911
LABOUR	\$264,039	\$259,500	\$313,053
TRAINING	\$5,500	\$3,850	\$3,000
	<u>\$323,307</u>	<u>\$316,242</u>	<u>\$385,346</u>

<b>OTHER</b>			
MEMBERSHIPS	\$300	\$200	\$400
SURVEYING	\$7,000		
CELL PHONES - PUBLIC WORKS	\$2,200	\$3,030	\$2,300
OTHER-OFF. SUPP., PSTG., ADS, ETC	\$200	\$450	\$300
	<u>\$9,700</u>	<u>\$3,680</u>	<u>\$3,000</u>
<b>TOTAL Operations</b>	<u>\$333,007</u>	<u>\$319,922</u>	<u>\$388,346</u>

<b>GENERAL EQUIPMENT</b>			
FUELS	\$15,000	\$16,000	\$17,000
INSURANCE-TRUCKS, LDR, ETC	\$9,400	\$9,818	\$10,308
COMMERCIAL CARRIER FEE	\$66	\$66	\$66
SUPPLIES, SMALL TOOLS	\$5,000	\$5,000	\$5,000
	<u>\$29,466</u>	<u>\$30,884</u>	<u>\$32,374</u>

<b>EQUIPMENT MTC</b>			
MAINTENANCE OF LOADER	\$3,000	\$6,100	\$3,000
MAINTENANCE OF BACKHOE	\$2,500	\$19,000	\$4,500
MTC- '15 KIOTI TRACTOR	\$500	\$2,000	\$2,000
MTCE 3 TON-2011	\$5,000	\$4,220	\$5,000
'99 5 TON WHITE TRUCK	\$5,000	\$2,000	\$5,000
2011 1/2 TON TRUCK (BLUE)	\$2,000	\$2,200	\$2,000
MTC-1 TN TRK-DODGE'09	\$3,000	\$3,000	\$3,000
MTC 1/2 TN 2018 DODGE RAM	\$1,000	\$1,000	\$1,000

MTC OF '04 SKIDSTEER	\$3,000	\$2,000	\$3,000
MAINTENANCE OF SMALL EQUIP	\$2,000	\$2,200	\$2,200
TCA - 24/25 Sidewalk Plow	\$7,000	\$6,883	\$0
MTCE SNW REMVL EQUIP	\$5,000	\$6,000	\$5,000
	<b>\$39,000</b>	<b>\$56,603</b>	<b>\$35,700</b>
TOTAL Equipment	<b>\$68,466</b>	<b>\$87,487</b>	<b>\$68,074</b>
<b>BUILDINGS</b>			
P/W BUILDING & YARD	\$7,750	\$8,000	\$9,000
P/W BLDG - WATER/INSURANCE	\$2,770	\$2,750	\$2,860
SALT & SAND STORAGE BUILDING	\$2,200	\$3,000	\$2,370
	<b>\$12,720</b>	<b>\$13,750</b>	<b>\$14,230</b>
<b>ROADS AND STREETS</b>			
TREE MTC	\$10,000	\$2,400	\$7,000
SNOW & ICE REMOVAL-inc LABOUR	\$20,000	\$39,500	\$25,000
STORM SEWERS(inc LBR)	\$9,000	\$4,000	\$8,000
STORM WATER MANGMNT(CULVERTS)	\$2,000	\$15	\$1,000
COLD PATCH	\$4,000	\$2,000	\$4,000
SALT/SAND	\$25,000	\$35,000	\$40,000
GRAVEL	\$2,000	\$0	\$2,000
STREET LIGHTING	\$21,200	\$18,545	\$19,425
	<b>\$93,200</b>	<b>\$101,460</b>	<b>\$106,425</b>
	<b>24-25</b>	<b>24-25</b>	<b>25-26</b>
	<b>BUDGET</b>	<b>PROJECTED</b>	<b>BUDGET</b>
<b>OTHER ROADS &amp; STREETS</b>			
ROAD ALLOWANCES-PATCHING	\$10,000	\$10,600	\$10,000
GRADING STREETS & RDS	\$1,500	\$0	\$1,500
SIDEWALK REPAIRS	\$1,000	\$0	\$1,000
STREET SIGNS	\$3,000	\$2,000	\$1,500
TRAFFIC LANE MARKING	\$14,750	\$14,700	\$15,500
OTHER - ROADS & STREETS	\$5,000	\$4,100	\$4,000
DOCK STREET FLOWERS	\$6,000	\$2,688	\$3,000
	<b>\$41,250</b>	<b>\$34,088</b>	<b>\$36,500</b>
<b>PARKS &amp; FACILITIES</b>			
RECREATION COMPLEX	\$12,000	\$10,000	\$5,000
COMPLEX LIGHTS	\$250	\$250	\$260
GEORGE/PARR STREET PLAYGROUND	\$500	\$0	\$500
GENERAL PARK EXPENSE	\$8,000	\$3,700	\$4,000
GRAHAM'S SPLASH PARK	\$18,460	\$15,685	\$18,140
TRAILS	\$250	\$5,000	\$500
	<b>\$39,460</b>	<b>\$34,635</b>	<b>\$28,400</b>
<b>DEBT CHARGES</b>			
OTH DEBT CHRGS-LATE FEES	\$0	\$0	\$0
DEBENTURE INTEREST	\$4,185	\$4,185	\$2,765
	<b>\$4,185</b>	<b>\$4,185</b>	<b>\$2,765</b>
<b>TOTAL TRANSPORTATION SERVICES</b>	<b>\$592,288</b>	<b>\$595,527</b>	<b>\$644,740</b>
<b>WASTEWATER &amp; SOLID WASTE</b>			
<b>WASTEWATER</b>			
<b>WAGES &amp; BENEFITS</b>			
ADMINISTRATION (W/C)	\$2,820	\$2,915	\$2,958
WASTEWATER PLANT OPERATORS	\$85,340	\$82,500	\$88,002
ODRC-OVERALL DIRECT RESPONSIBLE CH	\$6,000	\$5,314	\$5,800
WASTEWATER PLNT OPER-EXPENSES	\$2,100	\$680	\$2,000
PROF DEV(COURSES)	\$2,000	\$765	\$2,000
EMPLOYER(EI/PPP)	\$6,400	\$6,500	\$6,595
EMPLOYER(PENSION)	\$5,765	\$5,650	\$5,950
EMPLOYER(MEDICAL)	\$3,362	\$3,900	\$5,300
	<b>\$113,787</b>	<b>\$108,224</b>	<b>\$118,605</b>
<b>OTHER WASTEWATER</b>			
STORMWATER INFILTRATION STUDY	\$0	\$0	\$0
OFF SUPP, PSTG, ETC	\$200	\$0	\$300
	<b>\$200</b>	<b>\$0</b>	<b>\$300</b>
<b>VEHICLE EXPENSE</b>			
TRUCK & TRLR EXPENSE	\$4,900	\$5,800	\$4,900
TRUCK & TRLR INS	\$750	\$745	\$780
	<b>\$5,650</b>	<b>\$6,545</b>	<b>\$5,680</b>
<b>LIFT STATIONS</b>			

WASTEWATER LIFT STNS-POWER	\$36,000	\$29,000	\$30,000
WSTWATER LIFT STNS(MTCE & REPRS)	\$24,650	\$41,637	\$36,315
	<b>\$60,650</b>	<b>\$70,637</b>	<b>\$66,315</b>
<b>TREATMENT PLANT</b>			
WSTWATER TREATMENT & PLANT-MTCE	\$25,000	\$30,600	\$96,000
WSTWATER TREATMENT PLANT-POWER	\$57,000	\$65,000	\$70,000
WSTWATER TRTMNT PLNT-WTR/INS	\$30,000	\$30,700	\$28,700
WATER TESTING	\$5,000	\$6,800	\$7,000
CHEMICALS & ADDITIVES	\$8,700	\$8,000	\$8,700
STORAGE BUILDING- INC POWER	\$3,200	\$4,650	\$1,000
	<b>\$128,900</b>	<b>\$145,750</b>	<b>\$211,400</b>
<b>MTC OF LINES</b>			
MTCE OF LINE -PARTS & CONTRACTORS	\$2,000	\$40,000	\$3,000
MTCE OF LINES - LABOUR	\$10,000	\$16,000	\$10,000
	<b>\$12,000</b>	<b>\$56,000</b>	<b>\$13,000</b>
	<b>\$321,187</b>	<b>\$387,156</b>	<b>\$415,300</b>
<b>WASTE COLLECTION</b>			
<b>SOLID WASTE</b>			
WASTE STATION -BUILDING/SUPPLIES			
TCA - LANDFILL PROJECT (PHS 1)	<b>\$93,380</b>	\$21,724	<b>\$82,958</b>
GARBAGE BINS/DOG WASTE STATIONS	\$525	\$300	\$525
	<b>\$93,905</b>	<b>\$22,024</b>	<b>\$83,483</b>
<b>COMPOST</b>			
COMPOST BINS-GREEN CARTS	\$2,500	\$1,500	\$2,500
	\$2,500	\$1,500	\$2,500
	<b>24-25</b>	<b>24-25</b>	<b>25-26</b>
	<b>BUDGET</b>	<b>PROJECTED</b>	<b>BUDGET</b>
<b>SHARED SERVICES</b>			
SHARED SERV-GARBAGE & REG QUEENS	<b>\$363,855</b>	\$362,413	<b>\$350,410</b>
	<b>\$363,855</b>	<b>\$362,413</b>	<b>\$350,410</b>
<b>DEBT CHARGES</b>			
OTH DEBT CHARGES-LATE FEES	\$0	\$0	\$0
DEBENTURE INTEREST	\$24,038	\$24,038	\$22,779
	<b>\$24,038</b>	<b>\$24,038</b>	<b>\$22,779</b>
<b>TOTAL WASTEWATER &amp; SOLID WASTE</b>	<b>\$805,485</b>	<b>\$797,131</b>	<b>\$874,472</b>
<b>COMMUNITY/ECONOMIC DEVELOPMENT</b>			
<b>PUBLIC HEALTH/WELFARE SERVICES</b>			
MDS - MPAL PROGRAM	\$10,000	\$10,000	\$10,000
CEMETERY	\$0	\$0	\$0
	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$10,000</b>
<b>PLANNING &amp; INSPECTION</b>			
SENIOR PLANNER	\$60,000	\$64,130	\$74,620
SENIOR PLANNER - BENEFITS			\$17,950
SENIOR PLANNER - EXPENSES			\$4,100
SHARED SERVICES - DEVELOPMENT OFF	\$5,000	\$3,000	\$3,000
OTH PROFESSIONAL SERV(ENG,GIS,ETC)	\$20,000	\$8,600	\$53,100
COSTAL COMMUNITIES PROGRAM	\$0	\$1,750	\$9,450
	<b>\$85,000</b>	<b>\$77,480</b>	<b>\$162,220</b>
<b>ECONOMIC DEVELOPMENT</b>			
PORT PROJECT	\$20,000	\$20,000	\$0
ALTERNATE RESOURCE ENERGY AUTH	\$0	\$0	\$0
	<b>\$20,000</b>	<b>\$20,000</b>	<b>\$0</b>
<b>TOURISM &amp; EVENTS</b>			
TOUR. & MARKETING			
MARKETNG & PROMO(MDS)	\$0	\$0	\$0
TOUR & MARKETING- EVENT SIGNS	\$3,050	\$2,130	\$2,500
CHRISTMAS DECORATIONS	\$0	\$0	\$0
EVENTS- SPONSORSHIP	\$0	\$715	\$0
VIC - MAINTENANCE	\$1,500	\$930	\$500
VIC - INSURANCE	\$450	\$450	\$470

VIC - OPERATIONS	\$14,125	\$9,700	\$2,150
GUILD HALL - PROGRAMMING	\$5,000	\$4,950	\$5,000
PUBLIC ART Mtc	\$0	\$0	\$0
SOUTH SHORE TOURISM TEAM	\$1,000	\$830	\$950
	<u>\$25,125</u>	<u>\$19,705</u>	<u>\$11,570</u>
<b>TOTAL COMMUNITY &amp; ECONOMIC DEV</b>	<b>\$140,125</b>	<b>\$107,185</b>	<b>\$183,790</b>
<b>FACILITIES MANAGEMENT</b>			
<b>BLDGS &amp; FACILITIES</b>			
GOC BUILDING	\$79,100	\$102,000	\$0
COMM CTR-OPER,MTC & REPAIR	\$36,000	\$33,369	\$34,700
COMM CTR-JAN,WTR,INS	\$26,756	\$25,456	\$26,406
LITTLE PEOPLES-DAY CARE	\$0	\$0	\$0
KING ST CTR.(OPER,MTC,REPRS)	\$16,000	\$30,000	\$21,150
KING ST CTR.(WTR & INS)	\$6,700	\$8,500	\$8,820
HERITAGE HALL (OPER,MTC,RPR)	\$0	\$120	\$0
HERITAGE HALL ( INS)	\$0	\$70	\$0
COX SHIPYARD COMPLEX	\$9,175	\$8,100	\$9,225
13 GEORGE	\$9,500	\$10,900	\$7,100
MACKAY MEM LIBRARY-OPER EXP	\$10,250	\$10,000	\$10,600
LIBRARY JANITORS WAGES	\$9,217	\$9,300	\$9,520
GUILD HALL-MTC & OPERATIONS	\$3,800	\$3,700	\$3,985
DOCK ST- PUBLIC WASHROOMS	\$6,050	\$5,928	\$6,200
TCA-RELOCATION	\$75,000	\$74,260	\$0
	<u>\$287,548</u>	<u>\$321,703</u>	<u>\$137,706</u>
<b>DEBT CHARGES</b>			
DEBENTURE INTEREST (CED)	\$130	\$130	\$89
DEBENTURE INTEREST (REC & CULTURAL)	\$8,431	\$8,431	\$6,860
	<u>\$8,561</u>	<u>\$8,561</u>	<u>\$6,949</u>
<b>TOTAL FACILITIES MANAGEMENT</b>	<b>\$296,109</b>	<b>\$330,264</b>	<b>\$144,655</b>
	<b>24-25</b>	<b>24-25</b>	<b>25-26</b>
	<b>BUDGET</b>	<b>PROJECTED</b>	<b>BUDGET</b>
<b>FISCAL SERVICES</b>			
<b>FINANCING/DEBT CHARGES</b>			
DEBENTURE PRINCIPAL	\$162,885	\$162,885	\$273,929
	<u>\$162,885</u>	<u>\$162,885</u>	<u>\$273,929</u>
<b>UNCOLLECTIBLES</b>			
UNCOLLECTABLE TAXES	\$5,000	\$5,000	\$5,000
DEFICIT - PREVIOUS YEARS			
	<u>\$5,000</u>	<u>\$5,000</u>	<u>\$5,000</u>
<b>RESERVE TRANSFERS</b>			
<b>CAPITAL RESERVE</b>	<b>\$91,847</b>	<b>\$91,847</b>	<b>\$80,000</b>
<b>OPERATING RESERVE</b>	<b>\$0</b>	<b>\$0</b>	<b>\$50,000</b>
	<u>\$91,847</u>	<u>\$91,847</u>	<u>\$130,000</u>
<b>APPROPRIATIONS-RED TX REV</b>			
REG SCHOOL BRD	\$341,876	\$341,876	\$377,024
REG LIBRARY	\$14,070	\$14,000	\$13,400
DEPT. OF JUSTICE (PROS. FEES)	\$4,200	\$3,500	\$4,000
	<u>\$360,146</u>	<u>\$359,376</u>	<u>\$394,424</u>
<b>TAXATION EXEMPTIONS</b>			
LOW INCOME TAX EXEMPTION	\$30,000	\$20,400	\$22,000
TAX EXEMPTIONS	\$48,699	\$48,462	\$42,331
CDDIP(COMM DEV DIST IMP PRGRM)	\$16,446	\$16,446	\$15,890
	<u>\$95,145</u>	<u>\$85,308</u>	<u>\$80,221</u>
<b>TOTAL FISCAL SERVICES</b>	<b>\$715,023</b>	<b>\$704,416</b>	<b>\$883,574</b>

TOTAL EXPENSE

\$4,672,365		\$4,644,259	\$5,013,215
-------------	--	-------------	-------------

\$0

\$89,437

\$0

TOTAL REVENUE

\$4,672,365

\$4,733,696

\$5,013,215

LESS TOTAL EXPENSE

\$4,672,365

\$4,644,259

\$5,013,215

PROFIT/(DEFICIT)

\$0

\$89,437

\$0



**25/26 - 5 YEAR CAPITAL BUDGET – COUNCIL BUDGET MEETING MAY 6,2025**

2025/26 TOS 5 Year Capital Budget totals \$10,861,424 over five years. The Town of Shelburne has been fortunate to have received grants funding from all levels of government to accomplish the many capital projects planned over the next five years. The Town of Shelburne relies on the Canada Communities Building Fund (Gas Tax) for much of its funding for Capital Projects, with the remainder from Reserves, Operating funds, External funding and if necessary, borrowing. To get ready for future development within the Town of Shelburne there needs to be infrastructure upgrades to meet future growth. Once future developments are completed, the Town is anticipating having the ability to make annual transfers to Capital reserves to continue meeting the Capital needs of the future. Annual transfers to Capital reserves are necessary to accomplish this goal.

**5 Year Capital Spending by Department–**

- **Public Works \$1,784,000**-The breakdown for the next five years in spending is - Road Rehab \$1,260,000, Sidewalk Rehab \$140,000, Culvert Rehab \$10,000, Equipment \$24,000, Fuel Tanks (Rose Island Lane) \$25,000, Stormwater and Road Standards studies \$200,000 and Vehicles \$125,000.
- **Wastewater \$4,082,732** – The breakdown for the next five years in spending is - Upgrade Infrastructure for future Development \$3,679,732, Upgrade Lift Station Pumps \$150,000, Upgrade Lift Stations Electrical/SCADA \$218,000, and Vehicles \$35,000.
- **Other \$2,362,827** – Breakdown consists of Facility Upgrades \$1,600,000 (Graham’s Park Expansion & Grovestine’s Complex, and \$762,827 Decommission Landfill (Phase1 & 2)
- **Fire Protection \$717,105** – Fire Truck (Town, MDS and SVFD) remainder.
- **Shelburne Marine Terminal (Port) \$660,760** – Water & Dock St Wharf Rehabilitation \$630,760 and paving \$30,000.
- **Water Utility \$1,254,000** – The breakdown for the next five years in spending is - Water Laterals (If accessible to water) \$5,000, Water Plant Lagoons \$4,000 (remainder), Treatment & Distribution Equipment \$37,000, Annapolis Water Tower Painting \$800,000 and Watermain Extensions and Upgrades \$400,000.

**5 Year Capital Funding (pending anticipated Grant and Borrowing approvals) –**

Canada Community Building Fund (CCBF) \$1,096,000  
 Wastewater Reserve \$237,000  
 Special Capital Reserve \$419,486  
 Sustainable Services Growth Fund (SSGF) \$304,516  
 General Operating Reserve \$82,958  
 Sale of Surplus Property and Equipment \$100,000  
 Water Operating Fund \$8,000  
 Water Depreciation Fund \$671,000  
 General MFC Borrowing \$1,964,866

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Water Borrowing (MFC) \$400,000  
SMT Operating Fund \$183,674  
External \$5,393,924 (Federal, Provincial, Donations, Developers, MDS, SVFD)

**Reserve Balances as of March 31, 2025-**

- Special Equipment Reserve \$1,712
- Wastewater Reserve \$174,968
- Canada Community Building Fund \$484,310
- General Capital Reserve \$2,801,147 (includes funds held-land sales, MCGP, GRID)
- Port Authority Reserve \$518,745
- Cenotaph Reserve \$26,245
- Water Depreciation Reserve \$479,891
- Cemetery Investment \$48,986
- Sustainable Services Grant Fund \$313,994

Total Special Reserves \$4,849,998

General Operating Reserve \$1,067,913

Total Combined Reserves \$5,917,911

**These amounts do not include any 2024/25-year end transfers or adjustments.**

**DEBENTURE BALANCE UPDATE –**

As of March 31, 2025, the total principal balance on Debentures is \$2,030,528. This total is comprised of –

General Outstanding Principal Debt	\$1,322,588 (19 debentures)
Shelburne Marine Terminal	\$352,670 (2 debentures)
Water Utility	\$355,270 (1 debentures)

There are several projects that will be required and will be added in future years, but more investigation and pricing must be done until they can be included in the Town's Capital Budget, such as-

Osprey/Yacht Club Upgrades

Cox Mill Building

Wastewater Main Rehabilitation

Stormwater Rehabilitation

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**2025/26 Capital Projects Listing**

Department	Project	Total Cost	Projected Town Cost	Projected External Funding	Town Source	External Funding Source
Public Works - Roads	Sidewalk Improvement (CIP-25/26PW1) Falls Lane/Water St (Accessibility)	\$100,000	\$100,000		CCBF-Gas Tax	
	Fuel Tank Replacement (2) Rose Island Lane	\$25,000	\$25,000	\$0	Capital Res	
	3 Ton Plow Attachement	\$24,000	\$24,000		Capital Res	
	Road Rehabilitation (CIP-25/26PW2) Ohio Rd/Falls Lane	\$450,000	\$225,000	\$225,000	CCBF-Gas Tax	Contingent on Provincial Funding
SUBTOTAL		\$599,000	\$374,000	\$225,000		
Other	Decommission Landfill- Phase 1 (CIP-22/23FAC3) Fourth Year	\$153,796	\$82,958	\$70,838	Oper Reserve (117,217)	Prv NS-PCAP(117,217)
	Decommission Landfill- Phase 2 (CIP-24/25FAC5) First Year	\$609,031	\$304,516	\$304,515	SSGF	MCGP
	Graham's Park Expansion	\$750,000	\$0	\$750,000		External Grant/Donations
	Grovestine's Complex - Resurface Tennis Court, Pickle Ball Nets, Roadway, Parking (CIP-24/25FAC2)	\$150,000	\$50,000	\$100,000	CCBF-Gas Tax	RECREATION GRANT - 2/3 FUNDING
SUBTOTAL		\$1,662,827	\$437,474	\$1,225,353		
Water						
	Meters (CIP-25/26WTR4)	\$8,000	\$8,000		Water Oper	
	Lagoons - Electrical Building (CIP-24/25WTR3) (SECOND YEAR)	\$4,000	\$4,000		Water Depreciation	
	Water Main Extension - Rodney St	\$55,000	\$27,500	\$27,500	Water Depreciation	Grants/Landowners
	Water Main Upgrade - Digby Street	\$50,000	\$50,000		Water Depreciation	
	Chlorine Analyzers-Water Plant (CIP-25/26WTR2)	\$17,000	\$17,000		Water Depreciation	

old MDS built

Relief Valve - Woodlawn Drive	\$20,000	\$20,000		Water Depreciation	
<b>SUBTOTAL</b>	<b>\$154,000</b>	<b>\$126,500</b>	<b>\$27,500</b>		

<b>Wastewater</b>	Upgrade Electrical for SCADA system (1 LIFT STATION ) (CIP-25/26SWR1) Charlotte St	\$52,000	\$52,000		Sewer Reserve	
	Infrastructure Improvements - Roseway Rebuild (CIP-24/25SWR1)	\$1,854,726	\$927,363	\$927,363	Borrowing MFC	MCGP
	Infrastructure Improvements - Ohio Road	\$1,825,006	\$912,503	\$912,503	Borrowing MFC	GRID
	Lift Station Pump Replacement (CIP-25/26SWR2)	\$30,000	\$30,000		Sewer Reserve	
<b>SUBTOTAL</b>	<b>\$3,761,732</b>	<b>\$1,921,866</b>	<b>\$1,839,866</b>			

<b>Port</b>	Paving	\$30,000	\$30,000		Port Operating Res	
	Water & Dock Street Wharf Upgrades (SECOND YEAR)	\$630,760	\$153,674	\$477,086	Port Operating Res	Fed,Prov, MDS,TOS
<b>SUBTOTAL</b>	<b>\$660,760</b>	<b>\$183,674</b>	<b>\$477,086</b>			

<b>FIRE</b>	New SVFD Vehicle (CIP-23/24FIRE1) SECOND YEAR	\$717,105	\$370,486	\$346,619	Capital Res 270,486/Resale Old Fire Truck 100K	MDS 270,485K/SVFD 76,134K
<b>SUBTOTAL</b>	<b>\$717,105</b>	<b>\$370,486</b>	<b>\$346,619</b>			

**TOTAL** \$7,555,424 \$3,414,000 \$4,141,424

<b>FUNDING:</b>		
CAP RESERVE	\$	319,486.00
GEN OPER RESRV	\$	82,958.00
SEWER	\$	82,000.00
CCBF (GAS TAX)	\$	375,000.00
WATER DEPRECIATION	\$	118,500.00
WATER OPERATING	\$	8,000.00
BORROWING	\$	1,839,866.00
SSGF	\$	304,516.00
PORT RESERVE	\$	183,674.00
Sale Surplus Fire Truck	\$	100,000.00
	\$	<b>3,414,000.00</b>

### 2026/27 Capital Projects Listing

Department	Project	Total Cost	Projected Town Cost	Projected External	Town Source	External Funding Source
Public Works	5 Ton Truck w/Plow(used)ReplaceBlue (2009) 1 Ton (CIP-24/25PW3)	\$125,000	\$125,000	\$0	MFC -125,000 Borrowing	
	Stormwater Study/Roads Standard Study	\$200,000	\$100,000	\$100,000	Capital Reserve	Contigent on External Funding
<b>SUBTOTAL</b>		<b>\$325,000</b>	<b>\$225,000</b>	<b>\$100,000</b>		
Other	Grovestine's Complex - (CIP-25/26FAC1) Ballfield	\$500,000	\$100,000	\$400,000	CCBF-Gas Tax	Contigent on Prov Recreation Grant & Sponsorship
	Grovestine's Complex - Family Park	\$200,000	\$0	\$200,000		Donations/Grants
<b>SUBTOTAL</b>		<b>\$700,000</b>	<b>\$100,000</b>	<b>\$600,000</b>		
Water	Watermain Extension - Prince St	\$295,000	\$147,500	\$147,500	Water Dep	Contigent on Grant/Landowner
<b>SUBTOTAL</b>		<b>\$295,000</b>	<b>\$147,500</b>	<b>\$147,500</b>		
Wastewater						
	Lift Station Pump Replacement	\$30,000	\$30,000		Sewer Reserve	
<b>SUBTOTAL</b>		<b>\$30,000</b>	<b>\$30,000</b>	<b>\$0</b>		
Port						
<b>SUBTOTAL</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>		

<b>TOTAL</b>	<b>\$1,350,000</b>	<b>\$502,500</b>	<b>\$847,500</b>
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<b>FUNDING:</b>		
SEWER	\$	30,000.00
CCBF (GAS TAX)	\$	100,000.00
WATER DEPRECIATION	\$	147,500.00
BORROWING	\$	125,000.00
CAPITAL RESERVE	\$	100,000.00
	\$	502,500.00

### 2027/28 Capital Projects Listing

Department	Project	Total Cost	Projected Town Cost	Projected External	Town Source	External Funding Source
Public Works	Road Rehabilitation (CIP-25/26PW2) King St	\$360,000	\$180,000		CCBF-Gas Tax	Contingent on Prov Funding
	<b>SUBTOTAL</b>	<b>\$360,000</b>	<b>\$180,000</b>	<b>\$180,000</b>		
Other						
Water	Annapolis Road Water Tower Painting (CIP-24/25WTR2)	\$800,000	\$800,000		Dep 400K/Bor 400K	
	<b>SUBTOTAL</b>	<b>\$800,000</b>	<b>\$800,000</b>	<b>\$0</b>		
Wastewater	Upgrade Electrical for SCADA system (1 LIFT STATION ) (CIP-25/26SWR1) Spa Rd	\$54,000	\$54,000		CCBF-Gas Tax	
	Lift Station Pump Replacement	\$30,000	\$30,000		Sewer Reserve	
	Wastewater Truck	\$35,000	\$35,000		Sewer Reserve	
<b>SUBTOTAL</b>	<b>\$119,000</b>	<b>\$119,000</b>	<b>\$0</b>			
Port						

Need UARB Approval

	<b>SUBTOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL</b>		<b>\$1,279,000</b>	<b>\$1,099,000</b>	<b>\$180,000</b>

**FUNDING:**

GEN SPC CAP RESERVE	\$	-
SEWER	\$	65,000.00
CCBF (GAS TAX)	\$	234,000.00
WATER DEPRECIATION	\$	400,000.00
WATER BORROWING	\$	400,000.00
	\$	<b>1,099,000.00</b>

2028/29 Capital Projects Listing

Department	Project	Total Cost	Projected Town Cost	Projected External	Town Source	External Funding Source
Public Works - Roads	Sidewalk Improvement (CIP-25/26PW1)	\$40,000	\$40,000		CCBF-Gas Tax	
	Culvert Rehabilitation (CIP-25/26PW3)	\$10,000	\$10,000		CCBF-Gas Tax	
SUBTOTAL		\$50,000	\$50,000	\$0		
Other						
Water	Laterals (CIP-25/26WTR1)	\$5,000	\$5,000		Water Dep	
SUBTOTAL		\$5,000	\$5,000	\$0		
Wastewater	Upgrade Electrical for SCADA system (1 LIFT STATION) Clements Street	\$56,000	\$56,000		CCBF-Gas Tax	
	Lift Station Pump Replacement	\$30,000	\$30,000		Sewer Reserve	
SUBTOTAL		\$86,000	\$86,000	\$0		
Port						
SUBTOTAL		\$0	\$0	\$0		
<b>TOTAL</b>		<b>\$141,000</b>	<b>\$141,000</b>	<b>\$0</b>		

FUNDING:

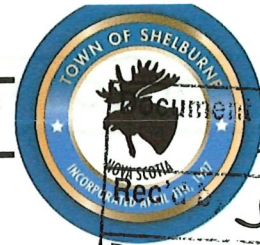
GEN SPC CAP RESERVE	\$	
SEWER	\$	30,000.00
CCBF (GAS TAX)	\$	106,000.00
WATER DEPRECIATION	\$	5,000.00
	\$	141,000.00

**2029-30 Capital Projects Listing**

Department	Project	Total Cost	Projected Town Cost	Projected External	Town Source	External Funding Source
Public Works - Roads	Road Rehabilitation - Water Street	\$450,000	\$225,000	\$225,000	CCBF (Gas Tax)	Provincial Funding
	<b>SUBTOTAL</b>	<b>\$450,000</b>	<b>\$225,000</b>	<b>\$225,000</b>		
Other						
Water						
	<b>SUBTOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>		
Wastewater	Upgrade Electrical for SCADA system (1 LIFT STATION ) (CIP-25/26SWR1) Wtr St-Port	\$56,000	\$56,000		CCBF-Gas Tax	
	Lift Station Pump Replacement	\$30,000	\$30,000		Sewer Reserve	
	<b>SUBTOTAL</b>	<b>\$86,000</b>	<b>\$86,000</b>	<b>\$0</b>		
Port						
	<b>SUBTOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>		

<b>TOTAL</b>		<b>\$536,000</b>	<b>\$311,000</b>	<b>\$225,000</b>
<b>FUNDING:</b>				
GEN SPC CAP RESERVE	\$	-		
SEWER	\$	30,000.00		
CCBF (GAS TAX)	\$	281,000.00		
WATER DEPRECIATION	\$	-		
	\$	<b>311,000.00</b>		

# COUNCIL REPORT - FOR DECISION



Item #	D25-111
Rec'd by	JD
Date	May 16/25
COPIES TO:	
Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	

**Subject:** Dangerous & Unsightly Premises – Notice of Appeal  
**Date:** May 13, 2025  
**Prepared For:** Council  
**Prepared By:** Dana Nash By-Law Enforcement Officer

## Purpose

The purpose of this report is to provide Council with background information regarding enforcement actions taken under the Town of Shelburne’s Dangerous & Unsightly Policy and to present a formal Notice of Appeal submitted by the property owner at 166 Clements Street, in accordance with Section 346(2) of Part XV of the Municipal Government Act (MGA), Nova Scotia.

## Background

The Town of Shelburne enforces its Dangerous & Unsightly Policy pursuant to Part XV of the Municipal Government Act (MGA), which empowers municipalities to ensure properties are maintained in a manner that supports public safety, health, and community aesthetics.

The subject property, located at **166 Clements Street**, has been the focus of ongoing complaints from residents regarding its condition. In response, the By-Law Enforcement Officer has followed the enforcement procedures as outlined in the MGA and the Town’s By-Law, issuing several notices over the past year.

## Timetable of Actions Taken

- **May 21, 2024** – Complaint received; site inspection conducted
- **May 21, 2024** – Formal complaint acknowledged, and initial notice issued via Canada Post
- **May 27, 2024** – Order to Remedy issued with a compliance deadline of June 22, 2024 (Canada Post)
- **March 31, 2025** – Second Order to Remedy issued (Canada Post)
- **May 5, 2025** – Final Notice hand-delivered to the property owner

Despite these actions, the property remains non-compliant with the standards set out under the Town's Dangerous & Unsightly Policy.

## Current Status

On receipt of the Final Notice, the property owner has exercised their right to appeal and submitted a **Notice of Appeal** under Section 346(2) of the MGA. The submission of an

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# COUNCIL REPORT - FOR DECISION

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appeal requires Council to review the matter and make a determination in accordance with the legislative requirements.

## **Recommendation**

That Council proceed to review the Notice of Appeal in accordance with the process set out under Part XV of the Municipal Government Act and determine whether to uphold, amend, or overturn the enforcement actions taken to date regarding the property at 166 Clements Street.

# Dangerous & Unsightly POLICY



## Appendix D Notice of Appeal

Document #	D25-111
Rec'd by	
Date	
<b>COPIES TO:</b>	
Council	
Agenda	
Committee	

Name: Chanah Nickerson  
 Property Address: 172 Clements Street  
 Mailing Address:  
 Email Address / Phone Number:

Date of Order:

Appeals can be made at any time up to seven (7) days after receiving or having an Order posted to a property. Consideration may be given to property owners who ask for extensions to remedy orders based on special circumstances. Please select one of the following reasons for your appeal:

- Weather conditions
- Illness
- Estate
- Monetary
- Other
- Do not agree with the complaint against the property

Please explain the reason for appeal:

My husband is lobstering. He doesn't have enough time to complete the clean before the dead line.

I wish to attend the Appeal Hearing as a delegation

If you choose to attend as a delegation, the Executive Assistant will inform you of the next available Town Council Meeting. Appeals are held prior to the Regular Town Council meeting. Your appeal will be reviewed and you will be contacted by either the Executive Assistant or the Administrator in regard to your request.

Executive Assistant  
[Jill.webb@shelburnens.ca](mailto:Jill.webb@shelburnens.ca)  
 168 Water Street, PO Box 670, Shelburne, NS, B0T 1W0



# COUNCIL REPORT - FOR DECISION

**Subject:** Crosswalks on Water Street  
**Date:** May 5, 2025  
**Authority:** NA  
**Council Dates:** June 2, 2025  
**Prepared by:** Mike Kahn, Director of Planning and Development Services

**Background**

There have been two requests for crosswalks in Town: One on the southwestern side of Water Street at King Street intersection, in front of Locke's Sporting Goods; and on Water Street between Transvaal and Minto Streets, in front of Boxing Rock Brewery.

**Analysis**

**King and Water Intersection**

The existing intersection is one of if not the busiest in Town. There are crosswalks on three sides, with pedestrian activated flashing lights on the current Water Street crossing. There was previously a crosswalk where one was requested. It was previously removed to support an additional parking stall, and to direct pedestrian traffic to the other crossing with lighting.

However, removing the crosswalk has not deterred pedestrians. While on a site visit, staff noticed several groups of people who crossed at that crosswalk, despite the lines being blacked out.

The Town Engineer, Traffic Authority and planner agree that the crosswalk should be restored, as people are using it regardless of its status and vehicle traffic should be aware and expect pedestrians crossing Water Street, especially those making a left turn from King onto Water. There was discussion on adding additional pedestrian activated lighting to alert drivers, but given the intersection is busy, most drivers are alert approaching the intersection, and lights may not be needed.

Staff recommend the restoration of this crosswalk.

Costs to implement, paint lines and restore signage, are estimated to be less than \$2,000

**Water Street**

The proposed crosswalk would connect the commercial plaza contain Boxing Rock Brewery to the existing sidewalk on the south side of Water Street. There are a few placement options that are complicated by exiting stormwater infrastructure signage and a slight grade (slope) change.

An alternative would be to connect the commercial plaza to the crosswalk at Transvaal and Water Streets.

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Agenda	✓
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The Town Engineer, Traffic Authority and planner agree that installation of a crosswalk at this point would be complicated due to the mid-block nature of the crossing and lack of sidewalk on the north side. A crosswalk would need flashing lights in addition to painted lines to be a safe crosswalk. Drivers would not expect a crosswalk mid block, unlike an intersection. The Traffic Authority also notes there have been issues with drivers exceeding the 50km/h speed limit, at times by more than 15 km/h.

Staff recommend this issue be addressed as part of next years proposed Street Standards project, which may offer guidance on placement of crosswalks.

Costs to implement, paint lines, install lights, provide a small sidewalk space on the northside and provide signage are estimated to be \$30,000.

**Options**

	<b>Pros</b>	<b>Cons</b>
<b>Restore the King and Water Crosswalk; postpone Water Street Crosswalk to Street Standards project (26/27)</b>	<ul style="list-style-type: none"> <li>• Address one of the requests</li> <li>• Enhances pedestrian environment</li> </ul>	<ul style="list-style-type: none"> <li>• Some cost to restore paint lines</li> <li>• Does not address one landowners request</li> </ul>
<b>Postpone with crosswalks to the to Street Standards project (26/27)</b>	<ul style="list-style-type: none"> <li>• No cost</li> </ul>	<ul style="list-style-type: none"> <li>• Does not address landowners request</li> </ul>
<b>Proceed with both crosswalks, including lights at the Water Street crosswalk</b>	<ul style="list-style-type: none"> <li>• Fulfils landowners' requests</li> <li>• Enhances pedestrian environment</li> </ul>	<ul style="list-style-type: none"> <li>• Most costly</li> </ul>

**Recommendation**

THAT Council directs staff to restore the crosswalk at King and Water Street to allow open all four pedestrian crosswalks to operate, including the installation of appropriate signage and street painting.

The Town Engineer, Traffic Authority and planner agree that installation of a crosswalk at this point would be complicated due to the mid-block nature of the crossing and lack of sidewalk on the north side. A crosswalk would need flashing lights in addition to painted lines to be a safe crosswalk. Drivers would not expect a crosswalk mid block, unlike an intersection. The Traffic Authority also notes there have been issues with drivers exceeding the 50km/h speed limit, at times by more than 15 km/h.

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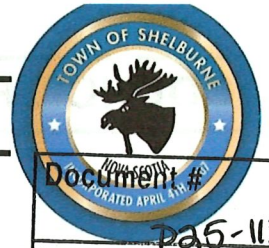
**Options**

	<b>Pros</b>	<b>Cons</b>
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**Recommendation**

THAT Council directs staff to restore the crosswalk at King and Water Street to allow open all four pedestrian crosswalks to operate, including the installation of appropriate signage and street painting.

# COUNCIL REPORT - FOR INFORMATION



**Subject:** Chief Administrative Officer - Update to Council

**Date:** May 20, 2025

**Prepared For:** Council

**Prepared By:** Sarah Mattatall, CAO

Document # 225-113	
Rec'd by	JD
Date	May 16/25
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## 1. Landfill Decommissioning Project – Morvan Road Update

With improved weather conditions, Harlow's Construction has been able to mobilize on site at the Morvan Road Landfill and has successfully completed the construction of the drill pads. Dillon Consulting is currently in the process of scheduling the drilling contractor to begin installation of the monitoring wells.

Water sampling is expected to commence in July 2025, aligning with the project timeline.

Concurrently, Dillon Consulting is preparing the tender specifications for the Phase 2 RFP related to capping the landfill site. Once finalized, the Town will issue the RFP and invite qualified vendors to submit bids for the capping work.

The Town remains on track to complete both Phase 1 (Monitoring Well Installation and Sampling) and Phase 2 (Site Capping) within the current fiscal year (2025–2026). The results of the groundwater monitoring will inform and guide the scope of Phase 3, which will address any further environmental mitigation or long-term management strategies required.

## 2. Roger Grovestine Recreation Complex – Revitalization Project, Phase 1 Update

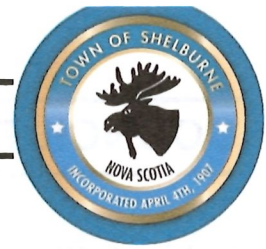
The Request for Proposals (RFP) for court resurfacing has been awarded to Prosport Surfacing Inc., who have confirmed their acceptance of the contract. Prosport has indicated that work will commence at the beginning of July 2025, with an anticipated completion date in mid-July.

In preparation for their arrival, staff have turned their attention to the access road leading to the complex, which is in significant need of repair. As part of Phase 1 of the Roger Grovestine Recreation Complex Revitalization Project, road improvements were identified as a priority. Currently, the road is being graded to address existing potholes and improve overall accessibility. Once Prosport has

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# COUNCIL REPORT - FOR INFORMATION

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completed the court resurfacing, Public Works will coordinate with Harlow's Construction to undertake the full road repair.

Additionally, a meeting of the Tennis and Pickleball Society is being organized to review the Phase 1 timeline and to establish a plan for the ongoing maintenance of the resurfaced courts to ensure their longevity and continued community benefit.

### **3. Public Works Update – Seasonal Operations and Emergency Response**

With the arrival of improved weather, the Public Works team has been busy preparing the Town for the spring and summer seasons.

#### **Crosswalk Painting:**

To help ensure pedestrian safety, staff have begun repainting crosswalks along the main routes throughout the Town. As weather conditions allow, painting will continue across remaining areas of the community.

#### **Seasonal Maintenance:**

In anticipation of the summer season, Public Works is also preparing to open the public washrooms and has begun seasonal lawn care and grounds maintenance across Town properties.

#### **Emergency Response – Bulkley Street Sewer Backup:**

In addition to planned maintenance, the team has responded swiftly to an unforeseen sewer backup on Bulkley Street. The issue was caused by overgrown tree roots obstructing the manhole and sewer line. The crew acted quickly to pump out the manhole, remove the roots, and flush the pipes. Thanks to their prompt response, the system was restored to full working order within a single day.

The dedication and responsiveness of the Public Works team continues to support a safe and well-maintained community environment.

### **4. Staffing Updates**

Town administration is actively managing current staffing challenges, including the process of filling an unexpected vacancy, recruiting for a finance position, and

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## COUNCIL REPORT - FOR INFORMATION

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working to hire a Director of Corporate Services in advance of the Finance Manager's retirement to ensure sufficient overlap and training.

Despite these challenges, staff remain committed to maintaining continuity of service. The team is working diligently to ensure that priority tasks are addressed, projects continue to progress, the budgeting process is finalized, and preparations for the upcoming audit are on track.

The dedication of our staff during this transitional period is greatly appreciated as we continue to meet the needs of the community and advance municipal objectives.



Municipality of  
**Shelburne**

Naturally Yours

Document # D25-114	
Rec'd by JJO	
Date May 1 2025	
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**Inspection Department**

414 Woodlawn Drive, PO Box 280 Shelburne, NS BOT 1W0, Phone: (902) 875-3494 Fax: (902) 875-1278

May 1, 2025

Town of Shelburne  
ATTN: Sarah Whiteway Mattatall  
PO Box 670  
Shelburne, NS  
BOT 1W0

Dear Ms., Mattatall:

**Re: Monthly Building Report**

The following is the Building Inspection Report for the month of April 2025.

Fiscal Year	2025/2026	2024/2025
Number of Permits Issued this Month	0	2
Number of Permits Issued to Date	0	2
Construction Value	\$ 0.00	\$ 203,000.00
Total Construction to Date	\$ 0.00	\$ 203,000.00

Yours very truly,

**Andrew Goreham, CRBO, CFI**  
**Director of Inspection Services**

/aad

**Andrew Goreham, Manager of Inspection Services**

[andrew.goreham@municipalityofshelburne.ca](mailto:andrew.goreham@municipalityofshelburne.ca)



Document #	
D25-115	
Rec'd by JD	
Date SHELBURNE VOLUNTEER FIRE DEPARTMENT May 4 2025	
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**SHELBURNE VOLUNTEER FIRE DEPARTMENT**  
**63 KING STREET, PO BOX 880**  
**SHELBURNE, NS**  
**BOT 1W0**

Mayor, Councillors and CAO

This is the monthly activity report for your Fire Department for the month of April 2025.

Total number of calls for service: 14

Calls for service within the Town: 5

Calls for service in the Municipality of Shelburne protection area: 9

Calls for Mutual Aid to other Municipality of Shelburne Departments:

Calls for Mutual Aid to Fire Departments outside of the Municipality of Shelburne:

<u>CALLS FOR SERVICE BREAKDOWN</u>	<u>TOWN</u>	<u>MUNICIPALITY</u>
ALARM SOUNDING	2	2
MEDICAL	1	
MOTOR VEHICLE ACCIDENT		2
STRUCTURE	1	3
CHIMNEY/FLUE		
VEHICLE FIRE		1
GRASS, BRUSH, FOREST	1	
POWER LINES		
FLOOD CONDITIONS		1
BOATS/WATER RESCUE		
PUBLIC ASSISTANCE		
ASSISTANCE TO POLICE		

**DARRELL LOCKE, FIRE CHIEF**

[shelburnefire@gmail.com](mailto:shelburnefire@gmail.com)

**MIKE SHAND, PRESIDENT**

