



AGENDA
Town Council Meeting
Monday, July 6th, 2020
7:00 p.m.

- 1) Call to Order
- 2) Approval of Agenda
- 3) Approval of Minutes from the Council meeting held on June 15th, 2020.
- 4) Proclamations
 - a) Pride Week – July 16-26, 2020
 - b) National Drowning Prevention Week – July 19-25, 2020
- 5) Delegations: none
- 6) Correspondence:
Action Required:
none

For Information:
 - a) Barrington – Letter – Fire Department Training
 - b) Glen Pavelich – Email – 5G Deployment
 - c) Shelburne Regional High School – Thank You Letter - Bursary
- 7) Council Items:
 - a) Alternative Voting Bylaw
 - b) CAO Bylaw
 - c) Mayor Mattatall – Tax Deferral Program Decision
- 8) Staff Reports:
 - a) Staff Report – Advance and Alternative Voting Dates
 - b) Staff Report – Deadline Date Amended Electors List
 - c) Staff Report – Guild Hall Summer Usage 2020
 - d) Staff Report – Tree Removal
- 9) Committee Reports
 - a) Western Counties Regional Library – Minutes – May 14, 2020
 - b) CP & V (did not meet)
 - c) Port Authority (did not meet)
 - d) Asset Management (did not meet)

10) New Business:

11) Upcoming Meetings

Monday July 20th

Town Council

5pm

ZOOM

12) Adjournment



Town of Shelburne
Minutes of the Regular Council Meeting
Monday, June 15th, 2020
Council Chambers, 168 Water Street, Shelburne, NS

Council Members Present

Mayor Karen Mattatall
Deputy Mayor Nolan Young
Councillor Rick Davis
Councillor Harold Locke
Councillor Sheldon Ringer

Staff Present

Ken Smith, Interim CAO
Julie Ferguson, Clerk

Call to Order

Mayor Mattatall called the meeting to order at 5:10 p.m.

Approval of the Agenda

Young - Ringer

THAT the Agenda for the Regular Town Council Meeting of June 15th, 2020 be approved.

CARRIED

Approval of the Minutes

Young - Davis

THAT the Minutes of the Regular Town Council Meeting held on June 1st, 2020 be approved.

CARRIED

In-Camera Session

MGA 22

(c) Personnel Matters

Young – Ringer

THAT Council go In-Camera at 5:11 p.m.

CARRIED

Council came out of in-camera at 5:35 p.m.

Business Arising From In-Camera Session

Locke – Davis

THAT the CAO be approved to use savings from the election budget and shared services development officer budget, based on providing e-voting as the sole means of voting this year, to hire casual staff when needed to assist with the workload of permanent staff.

CARRIED

Delegations

None

Correspondence

Action Required:

a) Joshua Brown – Letter – Anti-Discrimination & Racism Committee

Davis – Ringer

THAT the CAO present a staff report in response to Mr. Brown's request to see the reinstatement of the Anti-Discrimination and Racism Committee.

CARRIED

For Information:

b) RCMP Policing Finance Plan 2021 – 2026

Young – Ringer

THAT the CAO follow up with the RCMP regarding information about PPSA vs. MPSA contracts.

CARRIED

c) Newsletter – Town of Lockeport

d) Bernadette Jordan – Letter – Response re: Farley Mowatt Reimbursement

e) Clark's Harbour – Letter – re: Port of Entry

f) Kim Masland – Letter – re: Port of Entry

Council Items

a) Council Summer Schedule – August Break and Guild Hall Dates (Covid -19)

Davis – Locke

THAT Council and Committees of Council take their regular break for the month of August 2020.

CARRIED

Young – Ringer

THAT due to Covid-19, Council will not be holding 2 meetings at the Guild Hall this year.

CARRIED

b) Community Graduation Celebration

Davis – Young

THAT Council support the Parents Group of the Class of 2020 in their efforts to host a Shelburne Regional High Graduation Celebration, subject to their adherence to Public Health's directives for outdoor community celebrations for graduates.

CARRIED

Staff Reports

a) Monthly Report

Davis – Locke

THAT Council accept the Monthly Report for information.

CARRIED

b) Year to Date Financial Report

Ringer - Davis

THAT Council accept the Year to Date Financial Report for information.

CARRIED

c) End of Month Tickets Report

Young – Locke

THAT Council accept the End of Month Tickets Report for information.

CARRIED

d) Dangerous and Unsightly Report

Locke – Ringer

THAT Council accept the Dangerous and Unsightly Report for information.

CARRIED

e) Staff Report – Compass NS

Davis – Ringer

THAT Council accept the Compass NS Staff Report for information.

CARRIED

f) Staff Report – TBR Decision Follow-up

Locke – Davis

THAT Council accept the TBR Decision Follow-up report for information.

CARRIED

New Business

a) Councillor Davis – Lights at the Fisherman’s Memorial

Councillor Davis mentioned that he has been asked if residents can provide and put up solar lights at the Fisherman’s Memorial Park. Council suggested that Councillor Davis ask the residents to contact Ken Smith, Interim CAO to make arrangements.

b) Councillor Young – Flags on the Waterfront

Councillor Young inquired about the sailing flags that are placed on the waterfront each summer. Ken Smith said that he would inquire with Public Works.

c) Mayor Mattatall – Congratulations to the Graduates of 2020

Mayor Mattatall congratulated the graduates of 2020.

d) Mayor Mattatall – Flower Baskets on Dock Street

Mayor Mattatall thanked the local businesses that donated the hanging flower baskets that are to be placed along Dock Street. She also thanked the volunteers who have stepped forward to water the baskets.

Adjournment

Locke

THAT the Regular Town Council Meeting of Monday June 15th, 2020 be adjourned at 6:14 p.m.

CARRIED

Mayor

Clerk

June 16, 2020

TO ALL MUNICIPAL UNITS IN NOVA SCOTIA:


The Municipality of Barrington Fire Services would like to take this opportunity to express our thanks to the municipal units who drafted letters in support of our volunteer fire department level 1 training personal development credit application to the Department of Education and Early Childhood Development.

I am happy to announce that on May 25, 2020 I received an email accepting the Volunteer Firefighting Level 1 Program as a personal development credit starting in the fall of 2020.

More information on the personal development credit program can be found at:
<https://pdc.ednet.ns.ca/policy-guides-forms>

I would ask that you please pass this information on to your fire departments. This program will be another tool in the recruitment toolbox and will also acknowledge the students for their volunteer service.

Sincerely,


Dwayne Hunt

Fire Service/EMO Coordinator

Getting it wrong in “Getting it right: Preparing for 5G deployment in your municipality”

In February 2020, the Federation of Canadian Municipalities (FCM) published [Getting it Right: Preparing for 5G deployment in your municipality](#), a guide designed to help municipalities deal with the practical, policy and logistical implications of 5G technology in local communities.

This FCM document contains several half-truths, mistruths and framing tactics – listed below – which result in a biased, misleading and generally inaccurate guide.

The document did, however, get *some* things right. Part 2 of this summary outlines those points.

Part 1: Getting it Wrong

Misconception 1 The fifth generation of wireless technology (is) a necessity if Canada is to remain competitive on the world stage. (p.4)

Fact The benefits of 5G are dubious at best, and are they worth the costs?

There has been no cost-benefit analysis of 5G to see if its consequences and risks, including the costs stemming from security and data breaches, environmental damage, liability claims, lost productivity due to radiofrequency radiation-induced illness, and increased healthcare requirements, outweigh its benefits.

Driven by the belief that digital technology is neutral and therefore carries no unintended consequences or risks, politicians, policy makers, and society are ignoring the science-backed evidence that urges us to exercise precaution when investing in infrastructure that is wireless-dependent.

Learn more here:

1. Women’s College Hospital, Toronto, [Impacts of Wireless Technology on Health: A symposium for Ontario’s medical community](#), 31 May 2019
Video of Presentation by Dr. Magda Havas: [Impacts of EMFs on health in the community](#)
2. Schneier, B. (2019, September 25). [Essays: Every Part of the Supply Chain Can Be Attacked – Schneier on Security](#) – as published in the New York Times
3. Zarrett, David. (2020, February 19). [Threats to security, health, public infrastructure and other potential costs of Canada’s 5G rollout](#). Macleans

Misconception 2 5G is key to profiting and benefiting from enhanced connectivity and “Smart Cities.”

“Connectivity has become essential for any community’s economic, cultural and social development.” President’s Message (p.4)

“For municipal officials, the IoT translates into “smart cities” where countless data points generated by citizens, sensors and assets allow you to monitor traffic and parking, water, wastewater, storm water, bus and rail stops, etc. This would also allow municipalities to make adjustments, or allow systems to make adjustments on their own, as needed.” (p.8)

Fact 5G is not the pinnacle of connectivity; wired fiber optic networks are.

From resource and energy monitoring and management to improved emergency, educational and health care services, most of the smart city applications 5G promises can be provided by fiber optic cables connected directly to each premise - without the threats wireless 5G poses to privacy, national security, energy consumption, the environment and public health. A few of 5G’s perks - like autonomous vehicles - cannot be delivered by wired fiber networks. However, experts warn that self-driving cars are risk and liability laden, and that 5G will likely not be able to support them.

Learn more here:

1. The Benefits of [Wired Smart Cities](#), Connected Communities
2. Schoechle, Timothy. (2018). [Reinventing Wires: The Future of Landlines and Networks](#). The National Institute of Law and Public Policy
3. Dawson, Doug. (2019). [The Myth of 5G and Driverless Cars](#). CircleID
4. Jones Day law firm. (2017, November). [Legal issues Related to the Development of Automated, Autonomous and Connected Cars](#). A White Paper

Misconception 3 5G is the wireless industry’s solution to our ever-increasing wireless data consumption.

“The trend toward greater connectivity will only accelerate. The use of wireless Internet connected devices in our communities is exploding. The advent of fifth generation (5G) wireless networks is the industry’s response to this growth and the desire to further leverage the potential of the Internet.” (p.6)

Fact The main industry drivers behind 5G – Huawei, Ericsson and Qualcomm – admit they developed 5G by recognizing trends and opportunities. Consumers would not be consuming more and more data if an endless stream of wireless products were not being marketed and sold. Our growing wireless data consumption has serious environmental implications.

Which came first – our skyrocketing data usage or industry’s plan to sell us a wireless world that is dependent upon us consuming more and more data? Wireless technology uses 10 times more energy than wired technology does. Experts warn our environment cannot support unlimited digital consumption.

Industry is not providing 5G as a public service. When asked about the motivation driving 5G at a December 2016 meeting of *The Institute of Electrical and Electronics Engineers* (IEEE), respected industry expert and Senior Huawei Researcher Dr. H. Anthony Chan stated: “...if technology does not change, the company will die...it is about more jobs...engineering and manufacturing... People must buy a new phone.”

Learn more here:

1. A GSA Executive Report from Ericsson, Huawei and Qualcomm. (2015, November). [The Road to 5G: Drivers, Applications, Requirements and Technical Development](#)
2. The Shift Project. (2019, March). [Lean ICT: Towards “Digital Sobriety”: Our New Report on the Environmental Impact of ICT](#)
3. The Shift Project. (2019, July). [Climate Crisis: The Unsustainable use of Online Video: Our new Report on the Environmental Impact of ICT](#)

Misconception 4 5G will bring us the fastest Internet possible.

“Once fully deployed, 5G technology promises maximum theoretical speeds in the 10 Gbps range, at least 100 times faster than top theoretical speeds for existing 4G technology (up to 1,000 times faster than actual speeds in some circumstances). To get a sense of this change, downloading a two-hour movie will take less than four seconds versus approximately six minutes on existing 4G networks. (Note that consumer technology will also have to catch up as many existing devices are not 5G capable.) (p.7)

Fact New breakthroughs in fiber optics offers real-time transmission of 200 Gbps. *This is 20 times faster* than the maximum theoretical speed of wireless 5G.

Learn more here:

Brown, Mike. (2020, January 2). [A Fiber Optic Breakthrough Could Beat 5G for Rural Internet Access](#). Inverse

Misconception 5 “5G technology will outperform traditional land connections in some cases, making home routers a thing of the past.” (p.7)

Fact 5G may be faster than Internet provided through copper wires or coaxial cable, but it will never be faster than fiber wired directly to the premises.

Wireless signals can never be as fast as the fiber cables that transport data to antennas.

Learn more here:

Schoechle, Timothy. (2018). [Reinventing Wires: The Future of Landlines and Networks](#). The National Institute of Law and Public Policy

Misconception 6 “More significantly, 5G networks are key to opening up the potential of the “Internet of Things” (IoT). (p.7)

Fact A balanced and informed discussion of the IoT will include its potential, as well as its pitfalls. This discussion would include:

Privacy and National Security issues related to the IoT:

- Smart devices are easily hacked and controlled,
- They allow for increased surveillance, and potentially nefarious military and paramilitary capabilities such as “swarming” and robotic attack missions,
- They permit our personal data to be tracked and sold.

Environmental and Social Costs of the IoT:

- Powering , manufacturing and storing the data from trillions of sensor-equipped and chipped devices demands huge amounts of energy and resources,
- Massive amounts of e-waste will be generated due to planned obsolescence,
- An increasingly automated world threatens job security and heightens tech addiction,
- Mining for the rare minerals needed to make these devices is causing untold human suffering.

Learn more here:

1. Halpern, Sue. (2019, April 26). [The Terrifying Potential of the 5G Network](#). The New Yorker
2. Congressional Research Service. (2020, May 22). [National Security Implications of 5th Generation \(5G\) Mobile Technologies](#). A Report from the U.S. Congressional Research Service
3. Bordage, Frederic. (2019, October). [The Environmental Footprint of the Digital World Summary](#). A Report from Green IT.fr
4. McLelland, Callum. (2020, January 15). [The Impact of Artificial Intelligence - Widespread Job Losses](#). Retrieved from IoT for all
5. Annie Kelley. (2019, December 16). [Apple and Google named in US lawsuit over Congolese child cobalt mining deaths](#). The Guardian

Misconception 7 There are no Health Risks associated with 5G.

“Health Canada ensures that 5G installations comply with all existing safety regulations, including Safety Code 6 (SC6), which determines exposure limits for wireless devices and their associated infrastructure. Canada’s limits are consistent with the science-based standards used in other countries. Large safety margins have been incorporated into these limits to provide a significant level of protection for the general public and personnel working near radio frequency sources.” (p.23)

Fact There is ample peer-reviewed science linking non-thermal radio frequency radiation (RFR) to biological harm. Countries such as Italy, Switzerland and Russia have radiation exposure limits many times more protective than ours.

In 1976, the [US Naval Medical Research Institute](#) published a [bibliography of 3,700 scientific papers](#) on the thermal and non-thermal biological effects of RFR. The body of scientific evidence on the health implications of the non-thermal effects of RFR has grown exponentially since.

“Health Canada’s 2015 guidelines for human exposure to non-ionizing radiation (Safety Code 6) were out of date before they were published, and the review process was flawed,” says Dr. Meg Sears, PhD, Chair of Ottawa-based *Prevent Cancer Now*. “Hundreds of peer-reviewed, published studies show that radiofrequency (RF) radiation can cause cancers, damage sperm and DNA, impair reproduction, learning and memory, and more. We should be limiting public exposure, not increasing it.”

“We have sufficient data to classify RF radiation as a Group 1, known human carcinogen, along with, for example, asbestos and tobacco smoke,” states Dr. Anthony Miller MD, Professor Emeritus of the Dalla Lana School of Public Health, University of Toronto, who worked with the International Agency for Research on Cancer on the 2011 scientific review.

When the U.S. Naval Medical Research Institute identified the risks in 1976, governments should have limited the scope of technological change, and created radiation exposure standards that protected the public from harm. Instead, the evidence was hidden and ignored, and industry-influenced bodies like ICNIRP created the standards that Health Canada still emulates today.

Learn more here:

1. [Peer Reviewed Scientific Research on Wireless Health Effects](#) ~ Environmental Health Trust
2. [5G Telecommunications Science](#) - Physicians for Safe Technology
3. Lai, Henry. (2019). [Research Summaries of RFR scientific Literature](#). Retrieved from Bioinitiative.org

Misconception 8 Innovation Science and Economic Development Canada (ISED) regularly audits antenna sites to make sure they are safe.

“ISED’s regulatory framework, including market surveillance and compliance audits, provides safeguards to protect Canadians against overexposure from wireless devices and antenna installations.” (p. 23)

Fact ISED relies on cell tower operators to make sure their sites comply with Safety Code 6. Given how 5G and the IoT work, operators cannot accurately measure citizens radiofrequency radiation exposure.

Much like the fox watching the henhouse, ISED asks cell tower operators to self-monitor how much radiofrequency radiation their antenna sites are emitting. The tests these telecoms do are often software generated, and prone to inaccuracies.

ISED requires operators to “consider, in addition to their own radio system, the contributions of all existing radiocommunication installations within the local radio environment”. Given that 5G requires potentially dozens of small cell antennas on one street, and that millimetre wave 5G works “on demand”, it is impossible for an operator to take an accurate and consistent field measurement of the RF exposure residents are receiving on a daily basis.

For software-generated audits of 5G RF exposure to be accurate, operators would need to assess an ever-changing IoT “smart” landscape that includes multiple antenna sites owned by multiple operators as well as the RF-emitting smart infrastructure that 5G is purportedly there to support.

For the past six years, academics have been preparing for the increase in radiofrequency radiation exposure inherent to smart cities, and have been developing potential measurement tools. These measurement systems are much more involved and complex than what ISED now requires, and would likely put the onus on municipalities to monitor and regulate emissions and protect residents’ health.

Learn more here:

1. ISED. (2015, March 19). TN-261 [Safety Code 6 Radio Frequency Exposure Compliance Evaluation Template](#)
2. Diez, L., Agüero, R. and Muñoz, L. (2017, June) [Electromagnetic Field Assessment as a Smart City Service: The SmartSantander Use-Case](#). Retrieved from [Sensors \(Basel\)](#). 17(6): 1250

Part 2: Getting it Right

The FCM’s “Preparing for 5G deployment in your municipality” outlines several 5G-related planning and regulatory issues that all municipal governments in Canada should be aware of.

Planning Concerns

“Clusters of small cells can be visually unappealing and create unique safety concerns. They can, in particular, detract from the qualities and integrity of areas such as historical or heritage districts as well as some planned urban environments.” (p.24)

Regulatory Concerns

“For stand-alone tower structures, regardless of height, the procedure provides for formal consultations with the municipality as the local land-use planning authority. However, 5G small cell installations on existing structures (towers and non-tower structures such as a building or power pole) are excluded from this requirement as long as the height of the structure is not increased by more than 25 percent.” (p.14)

“In practical terms, this means that if the power poles are owned by the provincial utility in your jurisdiction, a carrier could enter into an agreement to install 5G small cell antennas on these poles and not even have to notify your municipality (even if the small cell is added at the top of the pole, as long as the addition is less than 25% of the existing height).” (p.14)

“A grey zone exists with respect to pre-emptive pole replacements by utilities. If a utility were to replace a pole with a much taller one, and then add antennas to it, it would likely fall outside the consultation requirements.” (p.16)

Liability Concerns

“... a number of municipalities, even those with comprehensive MAAs in place, are reporting the installation of 5G small cell antennas without their knowledge. Even if they are affixed to someone else’s asset—like a power pole—if the antenna is located within the ROW space, it could raise issues of interest to the municipality such as safety concerns for the public and municipal workers.” (p.14)

Municipal Rights in Jeopardy

Current Rights

“If a carrier has identified municipal assets (light poles, traffic lights, transit shelters, etc.) as one of its preferred options to install small cell antennas, it has to negotiate with the municipality and come to an agreement. As asset owners, municipalities have the right to refuse access.” (p.24)

“Municipalities can refuse antennas on their property, but they cannot refuse the installation of equipment required to connect antennas located on other assets. Municipalities cannot charge occupancy fees for the connecting cables and other equipment installed within the ROW, but they can charge market value for an antenna located on their assets.” (p.25)

“Some municipalities have been misinformed by carriers into believing that small cells deployment is already covered in MAA’s and that, as a result, carriers enjoy the same conditional right of access for antennas as they do for their cables, etc. This is not the case.” (p.25)

Potential Loss of Rights

Telecommunications in Canada is currently under two review processes:

1. The Report of the Broadcasting and Telecommunications Legislative Review Panel

In its January 2020 report, the Panel reviewed the governance framework for antennas and the issue of access to municipal infrastructure for network deployment.

2. The CRTC Telecom Notice 2019-57 – Review of Wireless Services

In this national consultation regarding the future of wireless services in Canada, access to municipal infrastructure is an important theme.

How These Two Review Processes May Affect Municipal Governments in Canada:

1) If Recommendations 22, and 34-37 of the Legislative Review Panel’s Report are passed:

- Jurisdiction over antenna siting—including small cells for 5G—will be transferred from ISED to the CRTC. (p.11)
- The right of access that carriers currently enjoy within the right-of-way will be extended to encompass all potential support structures. These structures are referred to as “passive infrastructure” in the report, terminology that inaccurately portrays the functionality of a municipality’s assets. (p.11)
- Local governments’ current ability to refuse telecoms access to municipal assets and property would be lost. (p.11)

2) If the recommendations made by telecommunication carriers to the CRTC Wireless Review are adopted:

- The CRTC will have absolute authority over siting small cells antennas (p.26)
- The CRTC will impose time limits for municipalities to process 5G applications, as well as fee caps, and more. (p.26)

Note on Cost Recovery:

“To date, municipalities have been identifying direct costs (related to the deployment of 5G) such as engineering studies, electricity supply and workforce time, and billing them back to carriers. This seems to be the accepted best practice in Canada for the moment, a practice based in the sound public policy principle that **taxpayers should not be subsidizing the for-profit ventures of the carriers**”. (p.23)

Shelburne Regional High School



415 Woodlawn Drive
Box 10
Shelburne, NS
B0T 1W0
Phone: 902-875-4900
Fax: 902-875-4909

Principal: Jeff Rankin

Vice-Principal: Byron MacAlpine

June 25, 2020

Mayor Karen Mattatall
Town of Shelburne
Box 670
Shelburne, NS
B0T 1W0

Dear Mayor Mattatall:

On behalf of the students and staff of Shelburne Regional High School, I would like to sincerely thank you for providing the *Town of Shelburne Scholarship* for our graduates this year. The recipient for this 2019-20 year was *Maya Trevors*.

These awards recognize and honour the achievements of the many outstanding students here at Shelburne High. Such honours would not be possible without your valued support.

Again, please accept our gratitude.

Sincerely,

A handwritten signature in black ink, appearing to read "Jeff Rankin". The signature is fluid and cursive, with a prominent initial "J" and "R".

Jeff Rankin
Principal



Town of Shelburne Staff Report Alternative Voting Bylaw Amendments

General Overview:

This report is intended to suggest amendments to the Town of Shelburne's current "Alternative Voting Bylaw" due to updates in legislation as well as the decision to use Electronic Voting for the 2020 election due to COVID-19. The current "Alternative Voting Bylaw" was specific to the 2016 Municipal and School Boards Elections regulations.

Background:

The following motion was passed by Town Council at the Regular Town Council Meeting held on June 1st, 2020:

Davis – Locke

THAT Council support the recommendation of the CAO to ensure that the upcoming election is conducted solely by Alternative Voting (ie telephone and internet).

CARRIED

Analysis:

Section 146 (a)(1) of the *Municipal Elections Act* states that, "A Council may by bylaw authorize voters to vote by mail, electronically, or by another voting method". The election in 2012 was by paper, whereas the election in 2016 involved both paper and electronic. A bylaw in 2016 was passed by Town Council at the time to reflect this change.

However, since 2016, the *Act* has been modified to reflect experiences with electronic voting and these changes have led to a new bylaw being required for the 2020 election.

The new bylaw is based upon my review of other municipal bylaws throughout the province. These included the Municipality of the County of Antigonish, Municipality of the County of Pictou, the Town of Truro, the Town of Amherst, and the Town of Bridgewater. The attached amended bylaw has been modified to reflect changes specific to the Town of Shelburne.

Financial Analysis:

Cost of advertising the amendments to the bylaw in the local paper. In lieu of a public hearing, any public comments can be submitted to the Town Hall in writing or via email to the Town Clerk for consideration by Council.

Recommendation:

THAT Town Council endorse the intent of the new Alternative Voting Bylaw as presented in this report and proceed with first reading, scheduling second reading of the bylaw at a Special Town Council Meeting to be held on August 8th, 2020;

AND that staff be authorized to publish all public notices pursuant to Section 168 of the *Municipal Government Act* in this regard.

Attached for Council Review:

Amended Alternative Voting Bylaw

Respectfully Submitted,

Ken Smith
Interim CAO



TOWN OF SHELBURNE

ALTERNATIVE VOTING BYLAW

BE IT ENACTED by the Council of the Town of Shelburne, under the authority of Section 146A of the *Municipal Elections Act*, 1989 R.S.N.S., c.300, as amended, as follows:

1. SHORT TITLE

This By-law shall be known and cited as the “Alternative Voting Bylaw”.

2. DEFINITIONS

- a) “**Act**” means the *Municipal Elections Act*, 1989 R.S.N.S., c.300, as amended;
- b) “**Advance Polling Day**” means:
 - a) the Tuesday immediately preceding ordinary polling day; and
 - b) one other day fixed by the Council that is either Thursday, the ninth (9th) day before ordinary polling day or Saturday, the seventh (7th) day before ordinary polling day;
- c) “**Alternative Polling Days**” means any hours and dates fixed by a resolution of Shelburne Town Council for alternative voting;
- d) “**Alternative Voting**” means voting by telephone or via the internet and includes a combination of telephone and internet voting;
- e) “**Ballot Box**” means a computer database in the system where cast internet ballots and telephone ballots are put;
- f) “**Candidate**” means a person who has been nominated as a candidate pursuant to the *Act*;
- g) “**Council**” means the Council for the Town of Shelburne;
- h) “**Deputy Returning Officer**” means a person appointed under the *Act* to preside over a polling station;
- i) “**Education Act**” means the *Education (CSAP) Act*, Chapter 1 of the *Acts of 1995-96* as amended;
- j) “**Election**” means an election held pursuant to the *Act*, including a CSAP School Board election, a special election, and a plebiscite;
- k) “**Elector**” means a person:
 - a) Qualified to vote pursuant to the *Act* and the *Education (CSAP) Act*, and
 - b) Entitled to vote for an election pursuant to Section 7 of this By-law;
- l) “**Amended List of Electors**” means the amended List of Electors completed pursuant to Section 38 the *Act*;
- m) “**Friend Voter**” means a friend who votes for an elector pursuant to Section 11 of this By-law and pursuant to the *Act*;
- n) “**Internet Ballot**” means an image of a ballot on a computer screen including all the candidate choices available to an elector and the spaces in which an elector marks a vote;

- o) “**Town**” means the Town of Shelburne;
- p) “**Ordinary Polling Day**” means the third (3rd) Saturday in October in a regular election year and in the case of any other election means the Saturday fixed for the election;
- q) “**PIN**” means the Personal Identification Number issued to an elector for alternative voting on alternative polling days;
- r) “**Plebiscite**” – means a plebiscite directed to be held by the Council pursuant to section 53 of the *Municipal Government Act*.
- s) “**Proxy Voter**” means an elector who votes by a proxy pursuant to the *Act*;
- t) “**Regular Election Year**” means 2020 and every fourth (4th) year thereafter;
- u) “**Rejected Ballot**” means an internet or telephone ballot that has not been marked for any candidate;
- v) “**Returning Officer**” means a Returning Officer and/or an assistant officer appointed pursuant to the *Act*;
- w) “**Seal**” means to secure the ballot box and prevent internet and telephone ballots from being cast;
- x) “**Special Election**” means a special election held pursuant to the *Act*, including a special election for a vacancy on the Conseil Scholaire Acadien Provincial (CSAP) School Board;
- y) “**Spoiled ballot**” means an internet or telephone ballot that is accepted by the elector that is:
 - a) Not marked for any candidate in a race; or
 - b) Is marked by an elector indicating a refusal to cast a vote for any candidate in a race;
- z) “**System**” means the technology, including software, that:
 - a) records and counts votes;
 - b) processes and stores the results of alternative voting during alternative polling days;
- aa) “**System Elections Officer**” (Auditor) means:
 - a) A person who maintains, monitors, or audits the system; and
 - b) A person who has access to the system beyond the access necessary to vote by alternative voting;
- bb) “**Telephone Ballot**” means:
 - a) An audio set of instructions which describes the voting choices available to an elector; and
 - b) The marking of a selection by an elector by depressing the number on a touch tone keypad.

3. ALTERNATIVE VOTING PERMITTED

- 1) Council may, by resolution, provide that voting by a telephone and a personal computing device via internet shall be the only means of alternative voting.
- 2) Subject to this By-law, alternative voting shall be permitted on advance polling days pursuant to this By-law and the *Act*.
- 3) The Town may elect to use alternative voting on ordinary polling day and make available the equipment to use alternative voting at any polling station.

4. NOTIFICATION OF ELECTORS

- 1) The Returning Officer shall cause notice of alternative polling days to be published in a newspaper circulating in the Town.
 - a. The notice of alternative polling days shall:
 - i. Identify the alternative polling days for alternative voting; and
 - ii. Inform the elector that telephone voting and internet voting is permitted during alternative polling days.
 - b. The notice may include any other information the Returning Officer deems necessary.
- 2) Council may, by resolution, deem alternative voting (telephone, internet) on ordinary polling day.
 - a. The Returning Officer shall cause notice of the ordinary polling day to be published as per the *Act*.
 - b. In addition to the requirements of the *Act*, the published notice of the ordinary polling day shall inform the electors that telephone voting and internet voting is authorized during the ordinary polling day.
 - c. The notice may include any other information the Returning Officer deems necessary to comply with the *Act* or this By-law.

5. FORM OF TELEPHONE AND INTERNET BALLOTS

- 1) A telephone ballot or internet ballot shall:
 - a. identify by the title "Election for Mayor"; or "Election for Councillor"; or "Election for CSAP School Board Member", as the case may be;
 - b. identify the names, or names by which they are commonly known, of the candidates, with given names followed by surnames, arranged alphabetically in order of their surnames and, where necessary, their given names;
 - c. warn the elector to "vote for one candidate only" or "vote for up to" (the number of candidates to be elected) candidates", as the case may be;
- 2) No title, honour, decoration or degree shall be included with a candidate's name on an internet ballot or telephone ballot.

6. OATH

Any Oath that is authorized or required shall be made in the form required by the *Act*.

7. ELECTORS

- 1) No person shall vote by alternative voting unless:
 - a) the person's name appears on the Amended List of Electors on the date chosen by Council for the amended list of electors to be completed pursuant to section 38 of the *Act*, or
 - b) the person's name does not appear on the Amended List of Electors and:
 - i) the person appears before the Returning Officer during normal business hours during alternative polling days; and
 - ii) the person swears an oath in the form prescribed by the *Act*.
- 3) As per section 36 of the *Act*, a person may apply for an amendment to the Preliminary List of Electors by telephone after the first notice of the Preliminary List of Electors is given pursuant to section 34 of the *Act* and such amendments may be made by a Revising Officer, the Returning Officer, or the Assistant Deputy Officer in accordance with subsection 3.
- 4) Notwithstanding subsection 36(2) of the *Act*, an application by telephone to be added to any list of electors shall be sufficiently detailed to allow the Revising Officer or Returning Officer to determine whether the information can be verified from other sources available to the Revising Officer or Returning Officer and, if the Revising Officer or Returning Officer determines that this is not possible, then the applicant shall be required to personally appear, at the location and time determined by the Revising Officer or Returning Officer, and make an application accompanied by a declaration under oath administered by the Revising Officer or the Returning Officer of the facts that support the application.

8. POLLING STATION FOR ALTERNATIVE VOTING

- 1) If Council decides that voting by a telephone or by a personal computing device are the only means of voting in an election, the Returning Officer shall establish at least one polling station for alternative voting and each polling station established shall be equipped with at least one device that is capable of casting either an internet ballot or telephone ballot.
- 2) The polling station for alternative voting shall be:
 - a) available for electors who are voting with friend voters and for any other electors; and
 - b) open on advance polling days and the ordinary polling day; and
 - c) on such other days and times as decided by the Returning Officer.

9. POLLING LOCATIONS FOR ALTERNATIVE VOTING

- 1) In addition to establishing at least one polling station, the Returning Officer may establish one or more polling locations for alternative voting during alternative polling days.
- 2) A polling location may be at such places and during such times as may be determined by the Returning Officer and such location shall be equipped with at least one device that is capable of casting either an internet ballot or telephone ballot.
- 3) A polling location established by the Returning Officer is not a polling station within the meaning of the *Act*.

10. PROXY VOTING

A proxy voter shall not vote for an elector by alternative voting.

11. FRIEND VOTING

- 1) A friend voter shall only vote for an elector by alternative voting if
 - a) An elector is unable to vote because:
 - a) The elector is blind;
 - b) The elector cannot read; or
 - c) The elector has a physical disability that prevents them from voting by alternative voting.
 - b) The elector and the friend appear, in person, before the Returning Officer and take the prescribed oaths.
- 2) A candidate shall not act as a friend voter unless the elector is a child, grandchild, brother, sister, parent, grandparent, or spouse of the candidate.
- 3) The elector shall take an oath in the prescribed form to this By-law providing that they are incapable of voting without assistance.
- 4) The friend of the elector shall take an oath in the prescribed form, in person before the Returning Officer that:
 - a) The friend has not previously acted as a friend for any other elector in the election other than an elector who is a child, grandchild, brother, sister, parent, grandparent or spouse of the friend of the elector;
 - b) The friend will mark the ballot as requested by the elector; and
 - c) The friend will keep secret the choice of the elector.
- 5) The Returning Officer shall, in accordance with section 86 of the *Act*, enter in a record book:
 - a) the form type used in accordance with the *Act*;
 - b) the name of the friend and elector; and
 - c) the date the oaths were taken.

12. SYSTEM ELECTIONS OFFICER

- 1) A System Elections Officer shall have access to the system prior to the commencement of alternative voting to verify the count for each candidate is zero.
- 2) Notwithstanding the day and time set for alternative voting, alternative voting shall not commence until the counts for each of the candidates is zero.
- 3) A System Elections Officer shall comply with the procedures and forms established by the Returning Officer pursuant to subsection 146A(4) of the Act.

13. VOTING

- 1) The electronic system shall put internet and telephone ballots cast by an elector in the system's electronic ballot box
- 2) The system shall put spoiled ballots in the ballot box.

14. SEAL

- 1) Alternative voting closes at the end of ordinary polling day. The system shall seal the ballot box at the close of ordinary polling day.
- 2) The Returning Officer has the authorization to "unseal" the ballot box and print out the tabulated results of the alternative voting.

15. VOTER'S LIST

The Town shall have a "live" voter's list available at the polling stations during the advance and ordinary polling days.

16. COUNTING

- 1) At the close of ordinary polling day, the system shall generate a count of the telephone ballots and internet ballots in the ballot box that were cast for each candidate during alternative voting days.
- 2) In counting the telephone and internet ballots in the ballot box, the system shall count spoiled ballots but shall not count rejected ballots.
- 3) In counting the telephone and internet ballots, the system shall tally the number of spoiled ballots and the tally shall be delivered to the Returning Officer.

17. RECOUNT BY SYSTEM

BYLAW

- 1) In the event of a recount, the system shall regenerate the election count and a printed copy of the regenerated count shall be given to the Returning Officer.
- 2) If the initial count and the regenerated count match, the regenerated count shall be the final count of the votes cast by alternative voting.
- 3) If the initial count and the regenerated count do not match, the Returning Officer shall:
 - a) Direct one final count regenerated by the system of the votes cast by alternative voting; and
 - b) Attend while the final count is being regenerated.
- 4) The regenerated final count, pursuant to subsection (1), shall be the final count of the votes by alternative voting.

18. RECOUNT BY JUDGE

- 1) For a recount, the judge shall only consider the final count by the system, as determined by Section 17, of the total number of votes that were cast by alternative voting for each candidate.
- 2) The final count by the system, as determined by Section 17, of the total number of votes that were cast by alternative voting for each candidate shall be added to the judge's count of the number of votes for each candidate cast by non-alternative voting.

19. SECRECY

- 1) An Election Officer and System Election Officer shall maintain and aid in maintaining the secrecy of the voting.
- 2) Every person in attendance at a polling station, or at the counting of votes, shall maintain and aid in maintain the secrecy of the voting.

20. OTHER METHODS OF VOTING

- 1) If voting via the internet through the unsupervised use of a personal computing device is permitted during an election, voting shall be permitted by some other means on each advance polling day and on ordinary polling day.
- 2) Council may, by resolution, provide that voting by a telephone and by a personal computing device shall be the only means of voting for an election.

21. SEVERABILITY

If a court of competent jurisdiction should declare any section, or part of a section, of this By-law to be invalid, such section, or part of a section, shall not be construed as having persuaded or influenced Council to pass the remainder of the By-law as it is, hereby, declared that the remainder of the By-law be valid and shall remain in force.

22. PROHIBITIONS

- 1) No person shall:
 - a) use another person's PIN (Personal Identification Number) to vote or access the system unless the person is a friend voter;
 - b) take, seize, or deprive an elector of their PIN; or
 - c) sell, gift, transfer, assign, or purchase a PIN.
- 2) No person shall:
 - a) Interfere or attempt to interfere with an elector who is casting an internet ballot or telephone ballot;
 - b) Interfere or attempt to interfere with alternative voting; or
 - c) Attempt to ascertain the name of the candidate for whom an elector is about to vote for or has voted for.
- 3) No person shall, at any time, communicate or attempt to communicate any information relating to the candidate for whom an elector has voted.

23. OFFENCES & PENALTIES

- 1) Any person who:
 - a) Violates any provision of this By-law; or
 - b) Permits anything to be done in violation of any provision of this By-law; is guilty of an offence.
- 2) A person who contravenes subsection (1) is guilty of an offence and is liable, on summary conviction, to a penalty of not less than five thousand dollars (\$5,000) and not more than ten thousand dollars (\$10,000) and in default of payment, to imprisonment for up to a maximum term of two (2) years less a day, or both.
- 3) In determining a penalty under subsection (2), a judge shall take into account:
 - a) The number of votes attempted to be interfered with;
 - b) The number of votes interfere with; and
 - c) Any potential interference with the outcome of an election.
- 4) Pursuant to Section 146A of the *Act*:
 - a) The limitation period for the prosecution of an offence under this By-law is two (2) years from the later of the date of the commission of the offence and the date on which it was discovered that an offence had been committed; and

BYLAW

b) The *Remission of Penalties Act*, 1989 SNS c. 397, as amended, does not apply to a pecuniary penalty imposed by this By-law.

24. REPEAL & SUPERSEDE

This bylaw shall repeal and supersede any and all previous regulations and / or bylaws held by the Town of Shelburne regarding Alternative Voting.

THIS IS TO CERTIFY that the By-Law of which the foregoing is a true copy and was duly passed at duly called meeting of the Council of the Town of Shelburne, held on the day of , 2020.

GIVEN under the hand of the Clerk and the corporate seal of the said Town this day of , 2020.

-

Mayor, Karen Mattatall

Town Clerk, Julie Ferguson

Date of First Reading:
Date of Advertisement in Vanguard:
Date of Second Reading:
Date of Advertisement of Passage in Vanguard:
Date Mailed to Minister:



Town of Shelburne Staff Report to Council CAO By-Law

General Overview:

This staff report is intended to update the job description of the roles and responsibilities for the Chief Administrative Officer (CAO) in order to align with Sections 30 & 31 of the Municipal Government Act (MGA).

Background:

Section 28 of the MGA states:

- (1) Subject to subsection (2), the Council may employ a person to be the Chief Administrative Officer for the Municipality.
- (2) The Council of a regional municipality shall employ...

Analysis:

If Council doesn't appoint a CAO, the Council is guided by Section 29 of the MGA. This would mean that Council;

- (a) Shall fulfill the responsibilities, and may exercise the powers, given to the CAO by the Act; and
- (b) May delegate any of the responsibilities and powers of the CAO to an employee of the municipality.

With the exception of several small units, the majority of municipal units in the province have switched to the CAO system from the "committee system" or the "clerk/treasurer system" since the MGA was legislated in 1998.

The expectation placed upon municipal government in terms of accountability and effectiveness has promoted the shift from a committee system to a CAO system.

As of June 30, we have received 26 applicants for the CAO position since June 9 when the position was first advertised. As part of the recruitment process, a CAO by-law should be updated in order to add clarity to the role of the CAO in relation to the role of the elected Council.

Recommendation:

THAT Town Council endorse the intent of the CAO by-law as presented in this report and proceed with first reading; schedule a second reading of the by-law at a special Town Council meeting to be held on

August 8th, 2020; and that staff be authorized to publish notices pursuant to Section 168 of the Municipal Government Act.

Attached for Council Review:

Draft CAO by-law

Respectfully submitted,

Ken Smith

Interim CAO



TOWN OF SHELBURNE

CAO BYLAW

1. This Bylaw shall be known as, and may be cited as, the “*Chief Administrative Officer Bylaw*”.
2. The Chief Administrative Officer, as appointed under this Bylaw, shall be the Chief Administrative Officer pursuant to Section 28 of the Municipal Government Act.
3. The Chief Administrative Officer is the head of the administrative branch of the government of the Town and is responsible to Council for the proper administration of the affairs of the Town in accordance with the by-laws of the Town and the policies adopted by Council; and where no policy or by-law exists, under the direction of Council.
4. Council shall communicate with the employees of the Town solely through the Chief Administrative Officer, except that Council may communicate directly with employees of the Town to obtain or provide information.
5. Council shall provide direction on the administration, plans, policies and programs of the Town to the Chief Administrative Officer.
6. No Council member, committee or member of a committee established by Council shall instruct or give direction to, either publicly or privately, an employee of the Town.

RESPONSIBILITIES OF CHIEF ADMINISTRATIVE OFFICER

7. The Chief Administrative Officer shall:
 - (a) Supervise all Town Departments to ensure the administration of the day to day business affairs of the Town are carried out in accordance with the policies and plans approved by Council.
 - (b) Maintain close contact with senior staff to facilitate the flow of information and policies and to maintain co-ordination of all departmental activities;
 - (c) Coordinate and direct the preparation of plans and programs to be submitted to Council for the construction, rehabilitation and maintenance of all municipal property and facilities;
 - (d) Ensure that the annual budget is prepared and submitted to Council;

BYLAW

- (e) Be responsible for the implementation and administration of the budget after adoption;
- (f) Review the drafts of all proposed by-laws and policies and make recommendations to Council with respect to them;
- (g) Carry out such additional duties and exercise such additional responsibilities as Council may, from time to time, direct;

The Chief Administrative Officer may:

- (h) Attend, or be adequately represented at, all meetings of Council and any Board, committee, Commission or Corporation of the Town and make observations and suggestions as the Chief Administrative Officer may deem expedient on any subject under discussion;
- (i) Appoint, suspend and remove all employees of the Town, with the power to further delegate this authority subject to Council policies.
- (j) Act, or appoint a person to act, as bargaining agent for the Town in the negotiation of contracts between the Town and any trade union or employee association and recommend to Council agreements with respect to them;
- (k) Subject to policies adopted by Council;
 - i. Make or authorize expenditures, and enter into contracts on behalf of the Town, for anything required for the Town where the amount of the expenditure is budgeted or within the amount determined by Council by policy, and may delegate this authority to employees of the Town;
 - ii. Sell property belonging to the Town that, in the opinion of the Chief Administrative Officer, is obsolete, unsuitable for use, surplus to requirements of, or no longer needed by, the Town, and may delegate this authority to employees of the Town;
 - iii. Personally, or by an agent, negotiate and execute leases of real property owned by the Town that are for a term not exceeding one year, including renewals;
 - iv. Establish departments of the Town administration;
 - v. Adopt a system of classification of positions of municipal officers and employees and specify offices that may not be filled by the same person;

BYLAW

- vi. Determine the salaries, wages, and emoluments to be paid to municipal officers and employees, including payment pursuant to a classification system;
- vii. Where not otherwise provided for, fix the amount in which security is to be given by municipal officers and employees, the form of security, the manner in which security is to be given and approved and the nature of the security to be given;
- viii. Authorize, in the name of the Town, the commencement or defence of a legal action or proceedings before a court, board or tribunal, including reporting the commencement of the legal action, defence or proceeding to Council at the next meeting and may, if Council so provides by policy, delegate this authority to employees of the Town;
- ix. Where Council so provides by policy, settle a legal action or proceeding in accordance with the policy.

8. A lease executed by the Chief Administrative Officer is as binding on the Town as if it had been specifically authorized by Council and executed by the Mayor on behalf of the Town.

9. Notwithstanding subsections 33(1), 37(1), 39(1) and Section 41, the Chief Administrative Officer, may with the consent of Council, perform the duties of the clerk, treasurer, engineer and administrator, or any of them, pursuant to this Act.

10. The Chief Administrative Officer may from time to time appoint an employee of the Town to act in the place of the Chief Administrative Officer when the Chief Administrative Officer is absent or unable to act.

11. The Chief Administrative Officer will assist the Mayor and Council to establish strategic direction for the town based upon identified needs of its citizens.

12. Provides administrative leadership in achieving economical, efficient and effective utilization of municipal resources.

BYLAW

THIS IS TO CERTIFY that the By-Law of which the foregoing is a true copy and was duly passed at duly called meeting of the Council of the Town of Shelburne, held on the day of , 2020.

GIVEN under the hand of the Clerk and the corporate seal of the said Town this day of , 2020.

Mayor, Karen Mattatall

Town Clerk, Julie Ferguson

Date of First Reading:

Date of Advertisement in Vanguard:

Date of Second Reading:

Date of Advertisement of Passage in Vanguard:

Date Mailed to Minister:



Town of Shelburne

Staff Report to Council

CAO Job Description

General Overview:

This staff report is intended to update the job description of the roles and responsibilities for the Chief Administrative Officer (CAO) in order to align with Sections 30 & 31 of the Municipal Government Act (MGA).

Background:

Section 28 of the MGA states:

- (1) Subject to subsection (2), the Council may employ a person to be the Chief Administrative Officer for the Municipality.
- (2) The Council of a regional municipality shall employ...

Analysis:

If Council doesn't appoint a CAO, the Council is guided by Section 29 of the MGA. This would mean that Council;

- (a) Shall fulfill the responsibilities, and may exercise the powers, given to the CAO by the Act; and
- (b) May delegate any of the responsibilities and powers of the CAO to an employee of the municipality.

With the exception of several small units, the majority of municipal units in the province have switched to the CAO system from the "committee system" or the "clerk/treasurer system" since the MGA was legislated in 1998.

The expectation placed upon municipal government in terms of accountability and effectiveness has promoted the shift from a committee system to a CAO system.

As of June 30, we have received 26 applicants for the CAO position since June 9 when the position was first advertised. As part of the recruitment process, a CAO by-law should be updated in order to add clarity to the role of the CAO in relation to the role of the elected Council.

Recommendation:

THAT Town Council endorse the intent of the CAO by-law as presented in this report and proved with first reading, scheduling a second reading of the by-law at a special Town Council meeting to be held on

August 8th, 2020; and that staff be authorized to publish notices pursuant to Section 168 of the Municipal Government Act.

Attached for Council Review:

Draft CAO by-law

Respectfully submitted,

Ken Smith

Interim CAO



Town of Shelburne Staff Report MUNICIPAL ELECTIONS – ADVANCE AND ALTERNATING VOTING DATES

General Overview:

This report is intended to recommend dates for advance and alternating voting.

Background:

Section 114(4) of the *Municipal Elections Act* (MEA) states that;

(4) An Advance Poll shall be held on:

(a) Tuesday, the fourth (4th) day before ordinary polling day; and

(b) One other day fixed by Council, by resolution, which shall be either Thursday, the ninth (9th) day before ordinary polling day or Saturday, the seventh (7th) day before ordinary polling day.

Analysis:

As per the MEA, there is a mandatory poll date which for the 2020 municipal and CSAP school board elections would be on Tuesday, October 13th, 2020. The Act also requires that council designate one of two suggested dates as the other advance poll day. The options for 2020 are Thursday, October 8th, 2020 or Saturday, October 10th, 2020.

By selecting Thursday, October 8th, 2020 as the early poll date, we can allow e-voting and telephone voting to occur continuously through to the end (7:00 p.m. ADT) of ordinary poll day. This would allow for 10 consecutive days for residents to vote whether it be morning, noon or night.

Recommendation:

THAT Town Council, for the Town of Shelburne, designate October 8th, 2020 as the first day of the alternative voting process and allow electronic and telephone voting to be available for 10 consecutive days starting at 8:00 a.m. ADT on October 8th, 2020 through to the close of the election at 7:00 p.m. ADT on October 12th, 2020 (ordinary polling day).

Respectfully Submitted,

Ken Smith
Interim CAO



Town of Shelburne Staff Report Deadline Date – Amended List of Electors

General Overview:

This report is intended to recommend a deadline date for the completion of the Amended List of Electors.

Background:

At the June 1st, 2020 Regular Town Council Meeting, the recommended method of choice for the List of electors as per section 30(1) of the *Municipal Elections Act* was approved. The approval allowed for the Town of Shelburne to enter into an Information Sharing Agreement with the Chief Electoral Officer at Nova Scotia for the provision of the Provincial List of Electors in accordance with the *Elections Act* for the 2020 Municipal and CSAP School Board Election.

Analysis:

The list of electors is required by candidates and referred to as the “Amended List”, which is described as the preliminary list (received from ENS) with changes/revisions made during a revision period with a pre-determined completion date approved by motion of council on the advice of the Returning Officer.

The Amended List does not contain any birth date information, only names and civic addresses of electors.

The setting of a date for completion of this list allows the Returning Officer adequate time to have the list completed and ready for distribution to candidates upon their filing of nomination papers. The starting date for the filing of nomination papers is by appointment only (Section 44(9)), has been changed to begin earlier than in previous elections and will begin on Thursday, August 27th, 2020 with the official Nomination Day (final day of the papers) being Tuesday, Sept. 8th, 2020 (Section 44).

Recommendation:

THAT Town Council, for the Town of Shelburne, endorse the recommendation of the Returning Officer and set a deadline date of August 21st, 2020 for the completion of the Amended List of Electors.

Respectfully Submitted,

Ken Smith

Interim CAO



Town of Shelburne Staff Report Guild Hall Usage Summer 2020

General Overview:

This report is intended to inform Council of community interest in using the Guild Hall for fitness and other activities due to distancing protocols indoors due to COVID.

Background:

Due to social distancing and COVID concerns, we have had a few requests from groups who would like to use the guild hall outdoor space for fitness activities. This report is intended to get feedback from Council and present a recommendation that might help these organizations during this time while also promoting future uses of the space. Staff would like some guidance so that every applicant is treated fairly in this regard.

Analysis:

When the Guild Hall was opened, we held a 3-day celebration to showcase a variety of uses for the Guild Hall for both non-profit groups and for-profit businesses. These demonstrations included fitness, dance and karate clubs. Since that event, we have seen very little uptake in rentals for these types of uses. The current rental fee is \$75 / 6 sessions and would include use of the equipment at the Guild Hall.

Due to COVID-19, many fitness businesses in our area have not been able to hold classes indoors due to social distancing and as a result, there have been inquiries about casual use of the Guild Hall. With no Town events taking place this summer, these activities would bring energy and activity to the downtown core and if successful, might result in rentals from these groups in years to come. We have a yoga class that occasionally uses the Guild Hall space and a Paddle Board group that meets there to do a warm-up before going to the harbour at this time. It could be an option to waive rental fees for these types of uses in light of COVID impacts on these businesses this year while providing a space for activity and showcasing uses for future years if they are successful. The users for Summer 2020 would not have access to the usual amenities that go along with a paid rental due to COVID cleaning regulations. The groups would be required to book the space with the office and abide by noise bylaws while being respectful of residents in that area.

Financial Analysis:

Rental income for classes (2017-2019) \$0

Increased chance of rentals in future years with an invitation to book the space without user fees for Summer 2020.

Recommendation:

THAT Council waive the rental fees for booking the Guild Hall for outdoor fitness classes for the Summer of 2020 due to COVID-19 and to encourage future rentals of the space;

Attached for Council Review:

Guild Hall Rental Form

Respectfully Submitted,

Julie Ferguson
Town Clerk



Town of Shelburne

Staff Report to Council

Tree Removal Request

General Overview:

A letter was received on May 28, 2020 from Ms. Marie Perry requesting the removal of a tree on town property and bordering her property.

Background:

The Public Works Supervisor, Mr. Will Butler, had met with the resident to address her concerns regarding the tree. As a result of their meeting, the resident sent a letter to the Town due to the following:

- (a) Removal of the tree would require permission from Council as Council's current policy doesn't allow for removal as noted in Section 9 (b) :

-Trees will be considered for removal only when they are located on Town property and are found to be dead, in severe decline, damaged beyond the point of repair, interfering with the town infrastructure or are found to be at poor quality, or undesirable species whose removal is required to facilitate new tree plantings

However, Section 11(b) does allow the removal of a Town-owned tree from Town property adjacent to their home as long as the property owner covers the expense and Council approves the removal. Furthermore, the property owner would cover the expense of a suitable replacement tree.

Analysis:

On June 25th, 2020, Mr. Butler and the Interim CAO, Mr. Ken Smith, met with Ms. Perry and reviewed her request. In the opinion of Mr. Butler and Mr. Smith, her request is reasonable as the integrity of the policy is still maintained (i.e. enhance tree cover).

Recommendation:

THAT Council approve the written request by Ms. Perry for the removal of a tree at 46 Victoria Street.

Attached for Review:

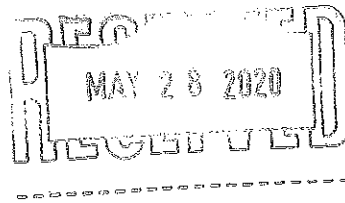
-Letter from Ms. Perry

-Tree Policy

Ken Smith

Interim CAO

Town of Shelburne
Business Office



Dear Sir or Madam:

I am sorry I do not know the staff members by name thus I can not ask for a Department.

The only persons I know personally are Mayor Karen, Mr Locke - Harold, Jennifer Perry.

I wish to speak with someone re - the tree closest to the driveway.

In 1996 when we returned to Shelburne Mr Hardy was Public Works. He asked if we had any problem as all these trees are in the limit of the street. There was no problem at that time. Now - with these additional years they have grown taller.

On 05/02 two (2) branches broke off and fell in the yard.

Now - my concern is - the height issue is if the tree should blow over it would hit the house. The corner cupboard is the dish closet full of dishes. Also - the shelf over the front window is five (5) Anniversary plates. It would be a really mess.

These two branches that broke off were a bit less height than the total tree top. Had it been the top it would have taken the Bell Aliant wire from the house up to Harriett.

SouWest Nova Transit cover me. On Wednesday the driver had a van for my Mall shopping. On the return home a vehicle was coming up the street. He stop until the vehicle passed. The branches are so wide he could not drive under them.

I am sorry for this situation but - it has to be corrected. I will be glad to speak with whom ever can be of assistance.

I am Marie Perry, 46 Victoria Street. 902-875-2603.

Thank You, Sincerely, 25/05/2020

Marie Perry



TOWN OF SHELBURNE

Tree Policy

1. Introduction

The Shelburne Town Council believes that trees are assets which enhance the quality of life in our community. Trees are an important element of our community's natural and cultural landscape. Tree cover is recognized as contributing to human health and quality of life and therefore it is the Council's intent to maintain and enhance tree cover within the Town of Shelburne to maximize the benefits to the community. Preserving our trees will leave a legacy for future generations to benefit from.

2. Benefits of Trees

Trees provide benefits under all four of the Pillars of Sustainability described in the Town of Shelburne's Integrated Community Sustainability Plan:

a) Cultural

- Enhancing street landscape
- Improving community aesthetic
- Protecting heritage features and areas

b) Economic

- Increasing property values
- Reducing energy consumption

c) Environmental

- Reducing airborne pollution and improving air quality
- Preventing soil erosion and protecting well water quality
- Providing habitat for wildlife
- Reducing greenhouse effect

d) Social

- Providing recreational opportunities – Screening traffic noise
- Reducing snow drifting
- Providing health benefits
- Producing food for people and animals

3. Policy Statement

The Town of Shelburne Public Works Department is responsible for the care and maintenance of all trees on all Town property including Town-owned parks. The Town of Shelburne Tree Policy is enacted in order to provide for the protection of trees, control the removal of trees and encourage the planting of trees.

It is the policy of the Town to:

- a) Ensure the proper protection and maintenance of Town-owned trees; remove dead, dying or diseased trees on public property; and, plant replacement trees.
- b) Encourage the proper protection and maintenance of privately owned trees in the Town.
- c) Promote the planting of trees of suitable species at desirable sites within the Town.

Areas Covered by Policy

This policy applies to all Town property including: right-of-ways; easements; parks; open spaces; and land covered under lease agreements with third parties.

4. TREE PLANTING

Selection of the best quality tree and the most appropriate location to plant are key factors in the long term success of a tree.

The success of tree planting relies on:

- Choosing the right species for the site
- Creating as much rooting space as possible
- Preserving and establishing good soil quality
- Controlling water availability and drainage
- Planting at the proper depth
- Protecting the ground area around the trunk
- Making allowances for proper maintenance

5. Tree Species Selection

Tree species shall be selected from the approved tree list in Appendix A to be chosen based on site characteristics and design. Street Trees: typically species that will tolerate roadside conditions and will grow to a medium height. Non-Street Trees: typically large stature shade trees with large leaf areas (encouraged as they provide more environmental benefits than small stature trees).

Staff will consider the level of maintenance the tree requires and the ability of the Town to care for the tree. Other considerations will include future rooting demands and the available growing space for the tree canopy. Native species will be used when appropriate for the site-specific growing conditions. The existing populations of trees in specific neighbourhoods must be considered when specifying species for planting. Avoid mass planting of a single species to promote long term sustainability. The potential for widespread disease and subsequent costs associated with removal and replacement of the trees will be considered.

6. Street Trees

The Town's Public Works Department is responsible for the selection, location and planting of street trees in accordance with this policy. The selection of suitable sites for the location of street trees is a difficult process. Species selection is made to ensure the tree lives as long as possible.

POLICY

The spacing and location of street trees varies. Street trees shall in general be spaced 10 to 20 metres apart on major roads where sidewalks are present. On local roads in residential areas where sidewalks are not present trees may be spaced 5 to 10 meters apart where possible.

Trees with similar shape should be matched one side of the street to the other where possible to provide a 'closed canopy' effect at maturity. Trees will be selected to ensure minimal conflict with utilities, driveways, curbs, sidewalks and other trees. No new trees shall be planted directly in front of building entrances, under overhead wires or directly over underground services unless trees so planted are specifically selected to mitigate disruption to this infrastructure. Trees will not be planted within 3m radius of a structure. In commercial areas consideration will also be given to ensuring trees are located so as not to reduce available on-street parking.

Considerations for street tree selection and location include space limitations, diversity of soil, tree species availability and any obstructions such as utility poles or signs. Planting will take place in the spring and fall of each year. The types of plantings selected shall include trees which are adaptable to roadside conditions, resistant to chemicals, quick growing, hard and which blend in well with the surrounding landscape. Species such as poplar and willow are banned for street tree planting. Coniferous needle-bearing trees or other species will not be planted on the right-of-way where they will cause sight line obstructions but may be considered if the location supports placement of this type of tree.

To maximize the likelihood of survival street trees will have a minimum bole diameter of 40 mm at a point 50 cm from the ground and be a minimum of 2 metres in height at the time of planting.

7. Non-Street Trees (Parks and Naturalized Areas)

Where possible, trees will be planted in parks. Large trees are recommended for parks, meadows, or other open areas where their large size will not be restricted, cause damage or become a liability. The trees should be planted in groupings to complement each other and other species. Consideration of respective growth habits must be considered when choosing the trees to be planted at any particular site and preparation of landscape designs must be made prior to commencement of work. The Town of Shelburne Public Works Department has full control over all species planted in park areas.

Although consideration may be given to the planting of trees with edible fruit in non-street locations, trees with large or messy fruit may be planted only in limited situations. Trees with large thorns are not to be planted in any location.

No person shall remove, or cause, or permit the removal of any tree on Town property – including Town-owned parks and naturalized areas – without prior written approval from the Town.

8. Replacement Trees

Subject to budget and available funding, the Town of Shelburne will try to replace all trees that have been removed due to construction, storms, or poor health. Additional trees may be planted, subject to the budget approval. The planting of trees shall be done by the Public Works Department or a qualified contractor. When possible, this will take place within one year of the tree being removed. In the case of street trees the adjacent property owner will be notified in advance and it is possible for them to

request a specific tree from the approved tree list in Appendix A; Public Works will make the final selection of replacement trees.

The Town will maintain the character of its mature tree-lined streets by replacing any street tree requiring removal with a new tree planted as close as practical to the location of the original as possible. Each site will be assessed to determine if there is space to replant. If there is insufficient space to locate the replacement trees in the immediate neighbourhood, the replacement tree will be planted elsewhere on Town property. The cost associated with replacement trees which are planted will be borne by the Town of Shelburne or through tree fund donations.

9. TREE MAINTENANCE / REMOVAL

The Town of Shelburne Public Works Department is continually involved in an ongoing tree maintenance program. Town trees are pruned for a variety of reasons including removal of broken, dead or diseased limbs, restriction of growth or removal of obstructions which may interfere with traffic.

Tree maintenance performed on Town-owned lands shall be done by the Town or a contractor under the direction and to the satisfaction of the Supervisor of Public Works, or designate. Upon completion of the tree maintenance operation, brush and debris will be removed and the area raked and swept clean.

a) Objectives

- To ensure an effective tree maintenance program that preserves the integrity of streetscapes and open spaces;
- To ensure that tree maintenance operations are done in a safe and efficient manner;
- To maintain necessary traffic sight lines and street clearance; and,
- To address emergency tree maintenance issues in an appropriately timely fashion.

b) Removal

Trees represent one of the few Town assets which grow in value over time and enhance the natural beauty of our community. Consequently, trees will not be removed from Town property without just cause. Trees will be considered for removal only when they are located on Town property and are found to be dead, in severe decline, damaged beyond the point of repair, interfering with the Town infrastructure or are found to be of poor quality, or undesirable species whose removal is required to facilitate new street tree plantings. Every attempt to preserve the tree (i.e. root cutting) shall be made before removal is considered to be an option. The Town's Public Works Department will determine if the tree is on Town property. Trees determined to be on private property are the sole responsibility of the property owner.

The stumps of trees so removed will be removed only if the Public Works Supervisor deems them hazardous or they interfere with public infrastructure.

Once the tree is removed, the wood is left on site for the adjacent property owner, if requested. If the property owner does not want the wood, it will be left on site for seven (7) days to be collected by the public. If the wood has not been collected after seven (7) days it will be removed by the Public Works Department.

c) Liability

The Town of Shelburne is not liable for failure to remove a diseased or dangerous tree or limb from property, whether publicly or privately owned.

d) Compensation for Damaged Trees

The Town will endeavour to achieve compensation to the full value of any public trees that are willfully damaged or become damaged as a result of an accident. Trimming or removing any tree rooted on Town land without prior written authorization from the Town will be considered as willful damage under this policy. The value of replacement trees will be determined in accordance with this policy.

10. PRIVATE PROPERTY

The Town shall not remove trees from private property unless the owner has granted written permission or an order requiring the removal of the tree has been issued. The Town may remove hazardous, diseased, and/or insect infested trees from private property that overhang the public right-of-way, when it is able to obtain the property owner's written consent to do so or an order requiring the removal of the tree has been issued.

Council hereby authorizes the Chief Administrative Officer or a designated employee to order an owner of land, within thirty (30) days of services of a copy of the order, to remove a tree, shrub or limb that is, in the opinion of the Chief Administrative Officer or a designated employee, hazardous to persons or property or so affected by disease or insect infestation as to endanger the life and health of trees in the vicinity. Examples of trees, shrubs or limbs that may be hazardous to persons or property are trees, shrubs or limbs that project into the sidewalk or street which may hit a pedestrian, strike snow-removal equipment, or obstruct the view of a motorist. An order so issued must contain a description of the location of the tree or limb directed to be removed.

If an owner fails to remove a tree or limb described in an order issued under this Policy, within 30 days of service of a copy of the order, a person authorized by the Chief Administrative Officer and/or other designated employee may enter upon the land upon which the tree or limb is situated, without warrant or other legal process, and remove the tree or limb. The actual cost of the tree or limb removal is to be recovered as a debt from the owner of the land upon which it was located, and is a first lien on the real property of the owner of the land and may be collected in the same manner as taxes.

The Town adopts as policy all of the provisions of section 63 of the Municipal Government Act, and its employees shall follow the law and procedures set forth therein.

11. COMMUNITY PARTICIPATION

a) Maintenance

If a property owner wishes to have a contractor perform town-approved maintenance on a town-owned tree adjacent to the Owner's property at the property owner's expense prior written approval citing the exact nature of the maintenance must be obtained from the Town. The Chief Administrative Officer or a designated employee is hereby authorized to approve applications made pursuant to this section;

POLICY

contractors will be required to provide proof of WCB registration and insurance before any application can be approved.

b) Removal

Property owners who wish to have Town-owned trees removed from Town property adjacent to their home for other reasons, including leaves in the fall, problems growing grass under the trees in the summer or they simply do not like the tree in its present location, must receive approval for such a tree removal from the Town Council. Property owners should provide written notice of their request for removal so as it may be placed before Council. These removals, if approved by Council, will be at the property owner's expense, and a suitable replacement tree, as per this policy will be planted at the property owner's expense in accordance with this policy.

c) Planting

The Town will allow residents to apply to have a tree planted on municipal property. Members of the public may apply to have a tree or shrub planted on Town property at their expense. The Chief Administrative Officer or a designated employee is hereby authorized to approve applications made pursuant to this section. All trees planted must conform to the criteria placed on the planting of trees as determined by this policy; requested plantings conforming to the provisions of this policy will be approved wherever possible. All requests will be accommodated within one year, when possible. Any tree or shrub planted on Town property becomes the property of the Town once planted.

d) Donations

Through our Tree Dedication Program, friends and families can create a dedication or memorial by placing a tree in one of the Town's parks, playgrounds or trails. With prior approval, dedications can be placed in any park, playground or walkway in the Town of Shelburne, including Pine Grove Cemetery. A plaque listing the donated trees and names of loved ones will be created and displayed on Town Property to acknowledge Memorial trees and Donated trees. These dedications are attractive additions to our public areas and serve as a lasting reminder or a timeless gift to a loved one. Costs for trees may vary in any given year. Contact the Town Office for more information.

Passed By Council: January 20th, 2020

WESTERN COUNTIES REGIONAL LIBRARY

BOARD MEETING

May 14, 2020

The regular quarterly meeting of the Western Counties Regional Library Board was held on Thursday, May 14, 2020 – virtual via ZOOM.

Present were:

Warden Jimmy MacAlpine, Municipality of Digby
Warden Danny Muise, Municipality of Argyle
Councillor Shaun Hatfield, Municipality of Barrington
Councillor Patti Durkee, Municipality of Yarmouth
Councillor Louann Link, Town of Clark's Harbour
Mayor Ben Cleveland, Town of Digby
Councillor Kent Balish, Town of Lockeport
Councillor Nolan Young, Town of Shelburne
Deputy Mayor Phil Mooney, Town of Yarmouth
Maritza Adams, Admiral Digby Library & Historical Society
Patricia Nickerson, Shelburne Library Building Association
Elizabeth Arenburg, Yarmouth Public Library & Museum
Pamela Maher, Province of Nova Scotia
Darryl Wiseman, Province of Nova Scotia
Erin Comeau, Secretary-Treasurer

Regrets were received from Carl Deveau and Doris Townsend.

1. CALL TO ORDER

The Chair called the meeting to order at 1:00 p.m. and welcomed all members to the virtual meeting via Zoom. He indicated that there was a new board member, Maritza Adams, representing the Admiral Digby Library & Historical Society. She replaces William Schrank. The Chair asked Erin Comeau to draft a thank you letter to Bill Schrank for his years on the library board.

The Chair then asked for a moment of silence to honor the memory of Jean Brittain, a library board member representing the Town of Digby, who passed away on April 11, 2020.

2. ADOPTION OF AGENDA

There being no changes to the agenda, it was moved by Ben Cleveland and seconded by Pat Nickerson:

“THAT the agenda be approved as circulated.”

MOTION CARRIED

3. MINUTES OF THE PREVIOUS MEETING

The minutes of the previous meeting were circulated. It was moved by Patti Durkee and seconded by Darryl Wiseman

“THAT the minutes of the December 5, 2019 Board Meeting be approved as circulated.”

MOTION CARRIED

4. BUSINESS ARISING FROM THE MINUTES

4.1 Naloxone

Erin indicated that at the December 5, 2019 Board Meeting, a discussion was held on liability issues if a library staff member were to administer Naloxone to a member of the public and that it turned out not to be an opioid overdose. Erin investigated and there are no liability issues as any actions to try to save a person's life would be protected under Nova Scotia's Good Samaritan Act. Regarding the purchase of Naloxone kits, it was agreed to put this on hold for the time being.

5. CHAIR'S REPORT

Jimmy MacAlpine reported that since the last board meeting, he has been in contact with Erin regarding COVID-19 issues. He commended Erin and her staff on the way they are providing online services to patrons since libraries closed mid-March, especially with platforms such as Press Reader, which contain newspapers and magazines.

6. DIRECTOR'S REPORT

Erin Comeau indicated that her report is a recap of how things have played out during the last 8 weeks since COVID-19, and the direction for moving forward with services. The Province has approved the extra funding to libraries beginning 2020-2021. Municipal contributions will not change from the 2019-2020 amounts. New costs associated with COVID-19 will be reflected in the 2020-2021 budget as sanitizing products are costly. The new Provincial money will help with the unpredicted increase in expenses.

7. LBANS REPRESENTATIVE REPORT

The minutes of the January 25, 2020 LBANS Executive meeting that Doris Townsend attended were sent with the March 25, 2020 board meeting package, which was cancelled due to the COVID outbreak.

8. FINANCIAL STATEMENT

The March 31, 2020 Financial Statement was circulated. Erin indicated that salaries were under-spent mainly because two management staff have not yet been replaced. Library Materials is slightly under because we were unable to receive the last few shipments of books in March. It was moved by Shaun Hatfield and seconded by Danny Muise:

“THAT the March 31, 2020 Financial Statement be approved as presented.”

MOTION CARRIED

9. NEW BUSINESS

9.1 Pandemic Policy

Erin indicated that at the March 25, 2020 Board Meeting, which was cancelled, she was going to present revisions to the current Pandemic Policy. But now that we are in the middle of a pandemic, she feels that the policy will have to be re-written after the pandemic is over to include sections on operation and recovery. She will present a revised Pandemic Policy at the fall board meeting.

9.2 Adopt-A-Book

Erin indicated that the biennial Adopt-A-Book fundraising campaign that was to have started April 1, 2020 was put on hold during the closure. Board members agreed to continue with a modified campaign in the fall.

9.3 Book Donations

Board members agreed to postpone accepting book donations until libraries re-open to the public and clerks are able to empty out the book drop on a regular basis. Book donations will resume once regular hours resume and clerks are comfortable with new COVID procedures.

9.4 Fines

Erin indicated that the Board had previously approved to remove fines for overdue library materials, effective April 2021. With the current pandemic, the Alliance (all regional library boards except Halifax Public Libraries) would like to see the removal of fines as soon as possible. This will mean library staff handling less money, especially coins. It was moved by Pamela Maher and seconded by Ben Cleveland:

“THAT Western Counties Regional Library approve the removal of fines for overdue library materials.”

MOTION CARRIED

9.4.1 Borrowing Policies

Erin indicated that we presently have a 3-week loan period. A 4-week loan period is required to support Books by Mail service and Curb-Side Pickup using the current ILS. It was moved by Pat Nickerson and seconded by Danny Muise:

“THAT the 3-week loan period of library materials be changed to a 4-week loan period.”

MOTION CARRIED

9.4.2 Fees for Lost or Damaged Materials

A revised Fees for Lost or Damaged Materials policy was circulated. It was moved by Ben Cleveland and seconded by Patti Durkee:

“THAT the revised Fees for Lost or Damaged Materials be approved as circulated.”

MOTION CARRIED

9.4.3 Institutional Member

A revised Institutional Member policy was circulated. It was moved by Ben Cleveland and seconded by Nolan Young:

“THAT the revised Institutional Member policy be approved as circulated.”

MOTION CARRIED

9.4.4 Special Needs Member

A revised Special Needs Member policy was circulated. It was moved by Pat Nickerson and seconded by Danny Muise:

“THAT the revised Special Needs Member policy be approved as circulated.”

MOTION CARRIED

9.5 Vehicle Purchase

Erin reported that one of our library vehicles, a 2012 Transit Connect, needs to be replaced immediately. The 2015 Transit Connect is still ok for now. A second vehicle is required for Coordinators to travel for branch visits. Erin visited all dealerships in Yarmouth looking for a SUV with certain criteria. Two vehicles met most criteria and in the end, a Hyundai Santa Fe was selected for purchase approval. A long discussion followed on features and warranties. It was moved by Pat Nickerson and seconded by Kent Balish:

“THAT the purchase of the 2020 Hyundai Santa Fe with front-wheel drive be approved.”

MOTION CARRIED

It was moved by Danny Muise and seconded by Patti Durkee:

“THAT we purchase the extended warranty for the Hyundai Santa Fe.”

MOTION CARRIED

9.6 Library Reopening Roadmap

A Library Reopening Roadmap consisting of Phases was circulated prior to the meeting. Board approved Re-opening Roadmaps will need to be submitted to the Department of CCH for review. The Department may or may not provide comment or feedback. It was moved by Patti Durkee and seconded by Pat Nickerson:

“THAT the Library Reopening Roadmap be approved as presented.”

MOTION CARRIED

10. CORRESPONDENCE

There was no correspondence.

11. OTHER

There was no Other.

12. AROUND THE TABLE

Elizabeth Arenburg – asked where donated books went. Some are added to the Collection, some are sold, and others that cannot be sold are recycled.

Danny Muise – his municipality, as with all others, are operating on a limited office staff.

Ben Cleveland – thanked Erin and her staff for all the work being done.

Maritza Adams – the ADL&HS Executive met last week. The Curator of the Museum is only working part-time during the pandemic. A summer student will be hired to work at the Museum.

Phil Mooney – thanked Erin and her staff for all the work being done. He will be discussing with his council about donating more towards the Adopt-A-Book campaign, since many grants will not be allocated this summer due to many festivities being cancelled.

Darryl Wiseman – congratulated Erin and her team on a job well done during the pandemic.

Pamela Maher – thanked Erin and her staff for a job well done.

Nolan Young – thanked the WCRL staff for all their hard work.

Pat Nickerson – felt we had the best staff – a big thank you to all

Patti Durkee – thanked Erin for all the detailed reports

Shaun Hatfield – thanked the staff and stated that he missed the library being open.

Kent Balish – thanked the board and staff for all their hard work. He hopes the libraries will open soon.

Jimmy MacAlpine – thanked Erin and her staff in finding ways to keep the library operational. He felt Erin's leadership skills were excellent.

13. NEXT MEETING

The next meeting is the Annual General Meeting, as well as the Annual General Meeting of the Charitable Association, followed by the regular quarterly Board Meeting. All meetings will begin a 1:00 p.m. on Thursday, June 18, 2020.

An Audit, Risk and Finance Committee meeting will be held late May or early June, as soon as the Auditors can provide a draft Financial Statement.

14. ADJOURNMENT

On a motion from Phil Mooney and Kent Balish, the meeting adjourned at 2:30 p.m.