



AGENDA
Town Council Meeting -Community Centre
Monday July 5th, 2021
7:00 p.m.

Doc Ref:

- 1) Call to Order
- 2) Approval of Agenda
- 3) Approval of Minutes from the Council meeting held on June 21st, 2021
- 4) Proclamations & Announcements:
- 5) Delegations:
 - a) Shelburne Guild Hall Market
- 6) Correspondence:

For Information:
 - a) Thank you-Mya Chidiac D22-A37
- 7) Council Items:
 - a) CAO Update
- 8) Committee Reports:
 - a) Accessibility Committee Meeting Minutes-May 19, 2021 D22-A38
 - b) Western Counties Regional Library Board Minutes-March 18, 2021 D22-A39
- 9) Staff Reports: None
- 10) New Business:
- 11) Upcoming Meetings:
 - a) Town Council- Monday July 19th, 2021 at 7pm at Guild Hall (weather permitting)
- 12) Adjournment



Town of Shelburne
Minutes of the Regular Council Meeting
Shelburne Community Centre
Monday June 21st, 2021

DRAFT

Council Members Present

Mayor Harold Locke
Deputy Mayor Elizabeth Acker
Councillor Rick Davis
Councillor Ben Nickerson
Councillor Sheldon Ringer

Staff Present

Sherry Doane, CAO
Robin Smith, Executive Coordinator

Others Present

Ed Benham

Call to Order

Mayor Harold Locke called the Council meeting to order at 7pm.

Approval of the Agenda

THAT Council approves the Agenda for Monday June 21st as presented.

Acker-Davis
CARRIED

Approval of the Minutes

THAT the Minutes of the Town Council Meeting held on May 18th, 2021 be approved as presented.

Davis-Nickerson
CARRIED

Proclamations & Announcements

Mayor Locke introduced Ed Benham and welcomed him to our meeting.

Ed Benham

Kwe'aqq pjila'si (Hello and welcome). Thank you (wela'lin) to the Shelburne Town Council for the invitation to deliver opening remarks at this evening's meeting. I consider it a great honour to be here. Coming from a rich and diverse ethnic background my lineage traces back to African Canadian, the UK and Continental Europe as well as Mi'kmaw. Mi'kmaw is how I have always self identified.

Today we acknowledge and celebrate National Indigenous Peoples Day, a day to recognize and celebrate the unique heritage, diverse cultures and outstanding contributions of First Nations, Inuit, and Metis peoples. I was flooded with thoughts when asked to deliver opening remarks tonight. Do I focus on the positive or do I attempt to address some of the ongoing and current concerns of Indigenous Peoples? Given the lack of time for preparation I have condensed my message to some of what has been top of my mind for most Canadians and First Nations Peoples in recent months. If I have forgotten anyone, please accept my sincere apology.

I no longer serve in any official capacity as a First Nations representative; however, I would like to make these acknowledgements to and on behalf of all Indigenous peoples. To the Knowledge Keepers, Elders, Residential School Survivors, Children, Two Spirited and all people of First Nations descent, know that you are appreciated. Know that your contribution to society matters. To the murdered and missing indigenous women, know that you are not forgotten. To the Residential School Survivors, know that the sharing of your stories has helped to heal others. This year marks a significant milestone, the 25th anniversary of National Indigenous Peoples Day. It saddens me beyond words to know that this milestone also marks the discovery of more than 200 unmarked graves, graves of children who did not survive Residential School. To those children and to those whose whereabouts remain unknown, know that your stories are yet to be told.

Another acknowledgement I would like to make is to the Shelburne Town Council, past and present, as well as the residents of Shelburne. Recognition of the efforts made to make Shelburne a more inclusive and welcoming place to live and call home. Thanks to you and the good people of Shelburne, our Town has become much more culturally diverse in the past couple of decades. No matter your country of origin, faith, or denomination, I encourage everyone to celebrate your culture, your heritage. Do whatever it takes, short of detriment to others to keep your language and customs alive for future generations. Never forget who you are, your origins or your past. We rely on lessons from the past to create a better future.

Wela'liq. (Thank you all)

In closing, I would like to offer thanks to the creator for delivering everyone here safely and ask for a safe return home to your families. We ask that all may have clear vision, as well as an open mind and an open heart, so that this and future meetings can be fruitful and as productive as possible.

Msit nokomaq. (All my relations)

Mayor Locke

On June 27th we recognize Canadian Multiculturalism Day which is a day marked to celebrate and reflect upon the wealth of diversity that enriches our society.

Canada Day follows on July 1, Canada's birthday – a celebration of the ratification of the Constitution Act this day in 1867.

These are all important dates for our country and provide us with a good opportunity to reflect on our values of diversity and what multiculturalism means to us as a society and to the fabric of our country.

Deputy Mayor Acker

I would like to take this time to recognize the Volunteers of the Month for June, our Vaccination Clinic Volunteers.

TLC Pharmasave became the first pharmacy in Nova Scotia to administer COVID vaccinations in early March 2021. Colleen and Matt MacInnis, the owners of TLC Pharmacy, recognized early on that the scale of this project was unprecedented. They reached out to their community members for support and were rewarded with a large number of eager volunteers who all gave their time willingly in the middle of a pandemic for the benefit of their community. Since then, TLC has successfully administered over 3000 vaccines in over 22 clinics both at the pharmacy and at the Shelburne Firehall. A feat they could not have tackled without their dedicated volunteers.

Thank you to Sharon Burrill, Jan Pulfrey, Barb Turney, Jennie Huskison, Joan Perry, Susan Nash, JaneAnn Doane, Harold Locke, Penny Smith, Dana Nash, Mike Turney, Pat Melanson and Christine Curry. You have stepped up for our community and we are extremely grateful!

For all that they have done and continue to do for us, the Town of Shelburne's CP&V Committee recognizes them as the Volunteers of the Month for June. Thank you!

Councillor Sheldon Ringer

I would like to take a moment to recognize Emma Swansburg of Shelburne for her recent offer to play hockey at Neumann University in Pennsylvania. Emma is a 17-year-old who was born and raised in Shelburne and attended school here until leaving when she was 16 to play for the Cape Breton Lynx hockey program. Her hockey days started with the local Shelburne Flames as a goalie which she continues with today. On behalf of Council, I would like to congratulate Emma on her accomplishments, your hard work is admired, and you should be very proud. We wish you all the best on your journey wherever it takes you!

Delegations

None

Correspondence

- a) Department of Municipal Affairs-Bill 47
THAT Council accepts the letter for information.

Council Items

None

Committee Reports

- a) CP&V Committee
THAT Council approves the CP&V Committee minutes as presented from April 8th, 2021.

Acker-Ringer

CARRIED

Staff Reports

- a) Building Report-Manager of Inspection Services-Andrew Goreham
THAT Council accepts the building report as presented.

Nickerson-Ringer

CARRIED

- b) Monthly Report-SVFD President-Mike Shand
THAT Council accepts the monthly SVFD report as presented.

Acker-Nickerson

CARRIED

- c) Staff Report-Shared Service with MDS- GST/HST Tipping Fees
THAT Council accepts the staff report as presented.

Acker-Davis

CARRIED

New Business

Councillor Nickerson

Councillor Nickerson updated everyone on the Accessibility Committee. The Committee has met 4 times and has recently put out an RFP for a Consultant for an Accessibility Plan.

Councillor Ringer

Councillor Ringer requested a discussion and update on the Wastewater Treatment Plant from the CAO. The CAO informed Council that regarding the problem as it exists today, approximately 3 weeks ago the initial odours arose and staff started taking action. There are good bacteria that needs to go into the

system to properly function along with the aerators. One of the problems is that 2 of our 4 aerators/fans are broke down and are due to be shipped back very soon. The second thing is that the good bacteria died, and we are unsure why. We are trying to figure out the root cause, at some point something got fed into the wastewater plant, which gave an abundance of “food” and the bacteria “gorged” and died off. We have gotten more “seed” from another plant and placed it into our plant to bring back the bacteria. Another issue is the geo-bag had too much polymer going into it and not allowing the proper separation. The bacteria piece takes approximately 4 weeks to take effect and the CAO stressed this process unfortunately takes longer than anyone wishes it to, and we empathize with the residents. We feel this situation will be in a much better place within the next week or so and the staff is working hard to figure out the root cause. All lift stations have been tested and all have active bacteria, so the root cause could not be found there.

Mayor Locke stated that we would like to solve this issue properly and would like to assure residents that the staff are all working very diligently.

The CAO did mention that she has been corresponding with the Dept. of Environment and providing the correct reporting requirements. Councillor Ringer did ask if the CAO could check with the engineer who did the Wastewater Plant upgrades if they might have any input on the cause as well.

Councillor Acker

Councillor Acker indicated she has been asked by some residents why our local Shelburne NSLC does not offer cannabis products. Councillor Acker wrote a letter as a resident and got a response stating that Shelburne was not a location being considered in this fiscal year but possibly on the next capital projects list. It was also indicated that residents here are driving to Barrington or Liverpool or paying for delivery of products for their purchases. Councillor Acker asked the rest of Council if they agreed with sending a letter asking to be placed on the list for a Cannabis outlet in the 2022-23 fiscal year.

M22-023 THAT in light of the fact that Shelburne does not have a cannabis outlet at the NSLC, 40 King St and that our citizens must pay a mail delivery charge or drive to Liverpool or Barrington to acquire cannabis products, I move that a letter be sent to Beverly Ware, Communications Advisor for the NSLC and Greg Hughes, President of NSLC Board asking that Shelburne be placed on the list for a Cannabis outlet in the 2022-2023 fiscal year.

Acker-Davis

CARRIED

In Camera

MGA Section 22 (2) e- Contract Negotiations

THAT Council goes in-camera at 7:21pm

Davis-Ringer

CARRIED

Council came out of in-camera at 7:48pm

M22-024 THAT Council direct staff to move forward with the lease agreement with the Shelburne and Area Minor Baseball Association for the Albert Acker Field.

Davis-Nickerson

CARRIED

Upcoming Meetings

a) Town Council- July 5th, 2021, at 7pm at Shelburne Community Centre

Adjournment

THAT the Regular Town Council Meeting of June 7th, 2021, be adjourned at 7:50pm.

Davis

CARRIED

Mayor

Executive Coordinator

To the Town of Shelburne,
I hope this card finds you well! I am
incredibly thankful to have been chosen as
the recipient for the Town of Shelburne
Scholarship. I have been accepted into the
BSc program at Dalhousie University this
coming fall, and intend to major in Neuroscience,
which is a four year program. This award
will be a great help towards my continued
education. I truly cannot thank you enough!

Sincerely,
Mya Chidiac

Your kindness
was much appreciated.

Accessibility Advisory Committee

Meeting Minutes

Wednesday May 19, 2021

Start time: 6:00 pm

(Virtual Meeting)

In Attendance: Adam Dedrick, Robin Smith, Frances Scott, Elizabeth Chute, Kent Balish, Ron Coole, Sylvia Snow, Holly Perry, Terry Stacey, Bil Atwood, Wanda Buchanan

Regrets: Ben Nickerson

Call to Order: Meeting was called to order by Adam Dedrick at 6:12pm

Agenda Approval: Meeting Agenda was reviewed aloud. Approval of this agenda was moved by Ron and 2nd by Sylvia .

Minutes of Previous Meeting: Meeting minutes from April 21, 2021 orientation session were posted online for community members to be able to access and show interest if they wanted an invitation to this meeting.

There was a motion to approve the minutes which was moved by Kent and 2nd by Ron with the amendment to reflect that Wanda and Bil will be serving 2 year terms and Holly and Elizabeth will be serving 1 year terms on this committee.

Business:

- a) **Community Consultation Process:** It was suggested that a working group be formed around the consultation process. This working group would also be in addition to reviewing the option of hiring a consultant to assist with this area of work. This would have to be done through an RFP (request for proposal) process. The RFP process would be led by the staff on this committee and aim to be completed by June of 2021 with the goal of hiring the consultant by end of summer.
- b) **Working Groups/ Sub Committees:** Wanda, Terry and Sylvia expressed interest in being a part of the consultation working group. Fran, Robin and Adam will also be part of the consultation working group as they have funds available and hope to access grants for this work.
- c) **Draft Workplan and Timeline:** The project has an end/ completion date of March 31, 2022. If a consultant were to be hired, the consultation piece could be completed roughly by September. This work would be followed by

developing a draft in November and presenting a rough Plan for counselors to review in January. The final draft of the plan could then be completed and approved by the committee and 3 municipal units by March 2022.

A Workplan document breaking down steps, dates, and primary leads on the action items to create this plan was reviewed (starting in May 2021 and ending in March 2022). **See attached document for reference.**

A motion was made to approve the use of this timeline/ workplan document. This motion was moved by Bil, 2nd by Ron

Other Business:

- a) There is no other business

Next Meeting Agenda Items:

- a) Review a draft consultation plan
- b) Review a draft of the RFP (request for proposals) to hire a consultant

A motion to adjourn the meeting was made by Sylvia and 2nd by Ron.

Meeting Adjourned at 7:20pm

Next meeting will be held on June 16th, 2021 at 6pm (this will likely be a virtual meeting as per COVID-19 restrictions)

WESTERN COUNTIES REGIONAL LIBRARY

BOARD MEETING

March 18, 2021

The regular quarterly meeting of the Western Counties Regional Library Board was held on Thursday, March 18, 2021 at 1:00 p.m. via Zoom.

Present were:

Councillor Shaun Hatfield, Chair, Municipality of Barrington
Councillor Kathy Bourque, Municipality of Argyle
Councillor Carl Deveau, Municipality of Clare
Councillor George Manzer, Municipality of Digby
Councillor Sherry Thorburn Irvine, Municipality of Shelburne
Councillor Patti Durkee, Municipality of Yarmouth
Councillor Louann Link, Town of Clark's Harbour
Councillor Kent Balish, Town of Lockeport
Councillor Elizabeth Acker, Town of Shelburne
Councillor Jim MacLeod, Town of Yarmouth
Maritza Adams, Admiral Digby Library & Historical Society
Vacant - Shelburne Library Building Association
Elizabeth Arenburg, Yarmouth Public Library & Museum
Vacant - Province of Nova Scotia
Darryl Wiseman, Province of Nova Scotia
Erin Comeau, Secretary-Treasurer

Regrets were received from Ben Cleveland, Bernie Nickerson and Pamela Maher.

1. CALL TO ORDER

The meeting was called the meeting to order at 1:00 p.m. by Chair, Shaun Hatfield.

2. ADOPTION OF AGENDA

There being no additions to the agenda, it was moved by Carl Deveau and seconded by Elizabeth Acker:

“THAT the agenda be approved as circulated.”

MOTION CARRIED

3. MINUTES OF THE PREVIOUS MEETINGS

The minutes of the December 10, 2020 meeting were circulated. It was moved by Kent Balish and seconded by Patti Durkee:

“THAT the minutes of the December 10, 2020 board meeting be approved as circulated.”

MOTION CARRIED

4. BUSINESS ARISING FROM THE MINUTES

4.1 Appointment of a LBANS Representative

The Chair reported that former WCRL board member Doris Townsend continues to represent the library board on the LBANS Executive, and that she needed to be replaced by a current board member. It was moved by George Manzer and seconded by Patti Durkee:

“THAT Sherri Thorburn Irvine represent WCRL on the LBANS Executive Committee.”

MOTION CARRIED

4.2 Personnel Committee Change and Terms of Reference

Erin reported that she will provide draft terms of reference for the changes to the Personnel Committee at the June meeting.

5. CHAIR’S REPORT

Shaun Hatfield reported that he recently participated in a diversity training workshop for library board members and found it very informative. He also reported that thanks to an idea from Darryl Wiseman, a thank you card, individually written by Shaun, and a fruit basket was sent to each branch library as well as one to Headquarters’ staff and one to Management staff. He has since received notes of thanks from various branches. He then thanked Yvonne for arranging for the ordering, pickup and delivery of thank you cards and fruit baskets.

6. DIRECTOR’S REPORT

Erin Comeau reported that the library is still on track as per the Library Re-opening Roadmap, Phase 4. In-person programs resumed as well as limited partnership programs. Erin plans to meet with building owners next month to discuss community room rentals. Public Health measures remain the same. Once Headquarters’ renovations are complete, the search for a bilingual Program Services Manager will resume. Other areas of focus for Erin include the negotiations for a new collective agreement, review for CUPE employees job classifications, a new Strategic Plan and following that, a new brand and logo. Erin also reported that all staff and board members should have participated in a Diversity & Inclusion Awareness workshop by mid-September.

7. AUDIT, RISK AND FINANCE COMMITTEE REPORT

Darryl Wiseman, Chair of the ARF Committee, reported that the committee met prior to today's board meeting to discuss what to do with monetary donations when they are not specified. It was moved by Darryl Wiseman and seconded by Jim MacLeod:

"THAT all unspecified donations not required for the board to meet its annual fundraising goal of three per cent of its annual budget be placed into the Literacy Legacy Fund account to help the fund to continue to grow."

MOTION CARRIED

8. FINANCIAL STATEMENT

The January 31, 2021 Financial Statement was circulated. It was moved by Darryl Wiseman and seconded by Kent Balish:

"THAT the January 31, 2021 Financial Statement be approved as presented."

MOTION CARRIED

9. NEW BUSINESS

9.1 Policy – Recommendation for change

Erin Comeau presented a policy change request to change nomenclature from program (room) to community (room). It was moved by Kathy Bourque and seconded by Elizabeth Arenburg:

"THAT the change in nomenclature from program (room) to community (room) be approved."

MOTION CARRIED

9.2 Strategic Plan

Erin Comeau noted that the library's 5 year Strategic Plan expired in 2020. She asked whether she should budget to hire a facilitator in the 2021-2022 budget. It was moved by Elizabeth Acker and seconded by Carl Deveau:

"THAT the library budget in the 2021-2022 fiscal year to hire a facilitator to do a Strategic Plan."

MOTION CARRIED

9.3 Library logo & branding

Erin Comeau recommended that once a new Strategic Plan is developed and approved, the board look at refreshing the library's logo and branding. It was moved by Patti Durkee and seconded by George Manzer:

"THAT the library budget in the 2021-2022 fiscal year to refresh our logo and branding."

MOTION CARRIED

9.4 Municipal Funding

A lengthy discussion was held on the municipal contributions for 2021-2022. Erin noted that she is uncertain whether municipalities were given notice for their funding to libraries but she expects municipal funding to be the same as was in 2020-21. The new funding from municipalities will be needed in order for the library to meet living wage standards for all of its employees. It was moved by Patti Durkee and seconded by Jim MacLeod:

"THAT the board write to the Provincial Government insisting that municipalities adhere to the new funding formula."

MOTION CARRIED

It was moved by Sherry Thorburn Irvine and seconded by Carl Deveau:

"THAT the board write a letter to all municipal units asking that they consider contributing according to the new funding formula if they haven't yet been advised to."

MOTION CARRIED

It was moved by Darryl Wiseman and seconded by Sherry Thorburn Irvine:

"THAT the board write a letter to LBANS President, Alex Morrison asking LBANS to send a letter to the Provincial Government supporting municipal units paying libraries according to the new funding formula, and that all regions receive a copy of the letter."

MOTION CARRIED

9.5 Future of LBANS

Erin Comeau indicated that all library board members are part of LBANS and that each region has a representative on the LBANS Executive Committee. She will meet with Sherry Thorburn Irvine, the new LBANS Executive member, to discuss LBANS activities. After reviewing the February 17, 2021 LBANS meeting minutes, it was moved by Kent Balish and seconded by Carl Deveau:

"THAT a letter be sent to LBANS expressing WCRL's support for LBANS to continue, and that LBANS's By-Laws be revisited to ensure LBANS activities are aligned."

MOTION CARRIED

10. CORRESPONDENCE

The library received a notice from CUPE Local 2530 advising that the union intends to seek amendments to the Collective Agreement.

11. OTHER

No Other

12. AROUND THE TABLE

Kent Balish reported that the Town of Lockeport has been discussing accessibility, and the Lockeport Library is first on their list for review.

Darryl Wiseman and Sherry Thorburn Irvine thanked Shaun for doing a great job as Chair.

George Manzer indicated how nice it is to see the community rooms slowly re-opening for library programming. He also reported that he will be advocating for the new municipal contributions at the next meeting of the Municipality of Digby council.

Carl Deveau thanked board members for all their volunteer work. He also reported that he would know by the end of the day whether he would be running for the new MLA for the area.

13. NEXT MEETING

The next meetings - the AGM, the AGM of the Charitable Association and the regular quarterly board meeting - will be held on Thursday, June 17, 2021 at 1:00 p.m. via Zoom.

14. ADJOURNMENT

On a motion from Darryl Wiseman, the meeting adjourned at 2:35 p.m.