



**AGENDA**  
**Town Council Meeting -Council Chambers, Town Office**  
**Monday October 4<sup>th</sup>, 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 Sept 20<sup>th</sup>, 2021
  - 4) Proclamations & Announcements:
    - a) Mi'kmaq History Month
    - b) Pregnancy and Infant Loss Awareness Day-October 15<sup>th</sup>, 2021
  - 5) Delegations: None
  - 6) Correspondence:

**Action:**

    - a) SEED Call to Action D22-A63

**Information:**

    - a) Covid Phase 5 Procedure D22-A64
    - b) Coastal Protection Act D22-A65
    - c) Western Counties Regional Library Newsletter D22-A66
    - d) Ministerial Mandate Letter D22-A67
  - 7) Council Items:
    - a) Christmas Parade
    - b) Water Tower Inspection Report D22-A68
  - 8) Committee Reports:
    - a) WCRL-Board Minutes-June D22-A69
  - 9) Staff Reports: None
  - 10) New Business:
  - 11) Upcoming Meetings:
    - a) CP&V Committee-Thursday October 7<sup>th</sup> at 6pm-Council Chambers
    - b) Town Council- Monday October 18<sup>th</sup> at 7pm-Council Chambers
  - 12) Adjournment





## Town of Shelburne

### Minutes of the Regular Council Meeting

Council Chambers, 168 Water St.

Monday September 20<sup>th</sup>, 2021

#### **Council Members Present**

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

#### **Regrets**

Councillor Ben Nickerson

#### **Staff Present**

Sherry Doane, CAO  
Robin Smith, Executive Coordinator

#### **Call to Order**

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

The Town of Shelburne is located on the ancestral and unceded territory of the Mi'kmaq, (Mi'kma'ki), in the District of Kespukwitk, home to Acadia First Nation. We are all Treaty people. We also acknowledge the histories, contributions, and legacies of the African Nova Scotian people and communities.

#### **Approval of the Agenda**

THAT Council approves the Agenda for Monday September 20<sup>th</sup>, 2021, with the deletion of the Port Committee meeting on September 23<sup>rd</sup>.

**Davis-Acker**

**CARRIED**

#### **Approval of the Minutes**

THAT the Minutes of the Town Council Meeting held on Sept 7<sup>th</sup>, 2021, be approved as presented.

**Acker-Ringer**

**CARRIED**

#### **Proclamations & Announcements**

*a) Right to Know Week*

Mayor Locke proclaimed September 27 to October 3, 2021, to be Right to Know Week in the Town of Shelburne.

*b) National Day for Truth & Reconciliation*

Mayor Locke proclaimed September 30<sup>th</sup>, 2021 National Day for Truth & Reconciliation in the Town of Shelburne.

*c) September Volunteers of the Month*

The Trevors Family have been an incredible part of the Shelburne community for the past 11 years.

Ed, Naniya, Campbell, Maya, Nilah & Charlie...thank you for all you have done!

Ed has been a source of comfort to not just his church family but many families that have lost loved

ones. He has been a go to person for many in the worst of times over the years. Ed has also volunteered for four years as Sailing Director as well as a Board member of the SHYC and successfully delivered and oversaw the youth and adult sailing program. He coached BNS Basketball for many years and gave back to the community whenever he could.

Naniya has been a part of the church community and actively lead the music program, volunteered with the Friday night Youth Group, and used her life coaching and counselling background skills to facilitate a variety of support groups. Naniya also gave a lot of her time at the Yacht Club and served on the Osprey and Little Peoples Place Boards. Campbell, Maya, Nilah and Charlie...thank you for your time volunteering with your parents in the church community and to Maya for all your time and dedication to the Shelburne Sailing Academy summer program!

For all that the Trevors Family has done and continues to do for the community, the Town of Shelburne's CP&V Committee as well as Council recognize them as the Volunteers of the Month for September. Thank you, Trevors Family! You will be missed!

### Correspondence

a) Rural Transit Solutions Fund

THAT Council partners and supports Sou'West Nova Transit on an application through Rural Transit Solutions Fund to seek [a] grant of up to \$50,000 in support of project planning.

**Acker-Davis**

**CARRIED**

b) Letter-Water Consumption

See 9 (d) Staff Report

### Council Items

a) **EHS & Fire Department Update- Fire Chief Darrell Locke**

Fire Chief Darrell Locke met with Council to give an update and information on some issues.

Chief Locke informed Council that the membership of the SVFD is at 35 (of a 55 limit/maximum) and gave information to Council and the viewing audience on how residents can become a member if they are interested. The SVFD has a Candidate Information Package that they encourage all to look over and see what being a volunteer fire fighter is all about. For anyone interested a package will be at the Town Office or available from any Fire Dept Member. The Town will use social media to help promote anyone interested in joining the SVFD.

Chief Locke explained the relationship between EHS & the SVFD to Council. Of the 35 SVFD members, there are 14 that are trained Medical First Responders (MFR's). They SVFD has been a voluntary MFR provider Fire Dept for several years and provide supplementary service to EHS. Chief Locke explained that pre Covid they were a Level 6 Response Dept, Covid then changed everything and they were totally restricted from attending any medical calls. They now have the proper PPE training to now be able to assist again but different response levels have been made. A new set of levels came out post covid and In April of this year they notified EHS they would like to be at "Urgent/Potentially Serious Level" which was for time critical and immediate life threatening calls. They soon discovered that was not where they wanted to be as they were still being dispatched on calls, they felt they were not required to attending and were taxing on their volunteers. In June they moved to "Time Critical" level. Chief Locke explained they are still unsure if this is the level they should be at and continue to review to ensure the safety of our citizens remains their primary concern.

In the meantime Chief Locke sent an email to EHS expressing concern with the number of calls they have been dispatched to yet upon arrival, EHS is already there. His suggestion is that since EHS dispatch knows where the trucks are always, they need to do a better job at determining if supplementary service is needed from the MFR Agency before dispatching. Unfortunately, the

number of responding members for medical calls is declining because of this current system. Chief Locke did indicate he was encouraged by the emails he has rec'd from the new leadership if the MFR program and feels the problems they're having will be overcome soon. There was a brief discussion as well regarding the percentage of calls in the Town limits vs. the Municipality and reminded Town Council that medical calls are not to be included in share calculations according to the agreement. Councillor Acker thanked Fire Chief Locke for the explanation and would like the viewing audience to recognize that the time, energy, and dedication that comes from our SVFD is greatly appreciated.

Chief Locke also wanted to let Council know that a Truck Replacement Committee was created last week at their meeting and that a new truck is needed in the 2022/23 year. The planning stages will begin with this committee and information communicated to Council. There was discussion regarding used trucks vs new trucks. Chief Locke also mentioned a 5-year replacement truck program was something they plan for with the 5 pieces of apparatus they have knowing trucks generally have a 25-year lifespan.

**b) Appointment of Shelburne Representative-Public Housing Board**

**M22-031**

THAT Council re-appoints Jacqueline O'Toole as the representative from Shelburne County on the Western Regional Housing Authority Board and sends a letter to indicate this.

**Acker-Ringer**

**CARRIED**

**Committee Reports**

**a) CP&V Committee Minutes-June 2<sup>nd</sup>, 2021**

THAT Council approves the CP&V Committee meeting minutes from June 2<sup>nd</sup>, 2021, as presented.

**Acker-Ringer**

**CARRIED**

**b) CP&V Terms of Reference**

THAT Council approves the CP&V Committee Terms of Reference as presented.

**Acker-Davis**

**CARRIED**

**Staff Reports**

**a) Staff Report- Visitor Information Centre**

THAT Council accepts the report for information.

**Ringer-Davis**

**CARRIED**

**b) Building Report (August) Manager of Inspection Services, Andrew Goreham**

THAT Council accepts the Building Report for information.

**Davis-Acker**

**CARRIED**

**c) Monthly Report- SVFD President, Mike Shand**

THAT Council accepts the monthly report for information.

**Acker-Ringer**

**CARRIED**

**d) Staff Report-Manager of Finance-Water Consumption**

THAT Council does not approve the request for an adjustment for meter #9216.

**Davis-Acker**

**CARRIED**

**M22-032**

**New Business**

None

**Upcoming Meetings**

- a) Town Council- Monday October 4<sup>th</sup> at 7pm-Council Chambers

**Adjournment**

THAT the Regular Town Council Meeting of September 20<sup>th</sup>, 2021, be adjourned at 8:10pm.

**Davis**

**CARRIED**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Executive Coordinator

**From:** SEED South End Environmental Injustice Society <seedshelburne@gmail.com>  
**Sent:** September 21, 2021 1:53 PM  
**Subject:** September 21, 2021: Response to Invitation

To the Town of Shelburne council and administration:

*Mayor Harold Locke* [mayorlocke@town.shelburne.ns.ca](mailto:mayorlocke@town.shelburne.ns.ca)

*Deputy Mayor Elizabeth Acker* [councilloracker@town.shelburne.ns.ca](mailto:councilloracker@town.shelburne.ns.ca)

*Councillor Rick Davis* [rick.davis@shelburnens.ca](mailto:rick.davis@shelburnens.ca)

*Councillor Ben Nickerson* [councillornickerson@town.shelburne.ns.ca](mailto:councillornickerson@town.shelburne.ns.ca)

*Councillor Sheldon Ringer* [councillorringer@town.shelburne.ns.ca](mailto:councillorringer@town.shelburne.ns.ca)

*Chief Administrative Officer Sherry Doane* [sherry.doane@shelburnens.ca](mailto:sherry.doane@shelburnens.ca)

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Document # 022-A63	
Rec'd by MA	
Date Sept 21/21	
COPIES TO:	
Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>
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The South End Environmental Injustice Society would like to express our disappointment in regards to the email received on September 13th, 2021 from Sherry Doane, Chief Administrative Officer of the Town of Shelburne and the lack of direct response to SEED's formal invitation to both town council and administration to attend a multi-stakeholder community meeting to publicly address issues of both environmental and systemic racism.

This public meeting has been requested by SEED with the support of ANSDPAD (African Nova Scotian Decade for People of African Descent Coalition) beginning in November of 2019. At that time the Town of Shelburne agreed to participate in a public meeting with the Black community but did not commit to a date. In September of 2020 the Town of Shelburne was once again invited to participate in a public multi-stakeholder meeting with the Black community by SEED and ANSDPAD, the Town of Shelburne again did not confirm a date and time for participation.

In January, March and April of 2021 new chair of SEED Vanessa Hartley and ANSDPAD director Vanessa Fells once again requested that the Town of Shelburne attend a community meeting, a meeting date was agreed to for June 3, 2021. On April 8, 2021 Vanessa Fells clarified with the Town of Shelburne by email that SEED is requesting a public community meeting in response to the Town of Shelburne scheduling a 15 minute presentation to council instead of the public meeting that had been agreed on.

On May 14, 2021 a draft agenda was sent out to the Town of Shelburne but was not agreed to and communication broke down when the Town once again attempted to make the meeting private instead of participating in a community meeting. On May 27, 2021 Vanessa Fells wrote the Town of Shelburne on SEED's behalf that we were no longer willing to pursue a meeting in collaboration with the town writing *"the Town Council's complete lack of respect or willingness to do anything to work with or even speak to the ANS community demonstrates how systemic racism is alive and well in the town of Shelburne and needs to be addressed promptly. However, we no longer want to waste time trying a force a courageous conversation on race when it is clearly obvious Town Council is not in place to try."*

For two years SEED attempted to work with the Town of Shelburne to organize a public meeting to address **urgent** concerns of access to clean water for the Black community and the impacts of both environmental and systemic racism only to be met with delay after delay. For this reason we organized a community meeting inviting municipal, provincial, and federal representatives and community stakeholders to sit in solidarity with Shelburne's Black community on September 22, 2021. The September 13th response from the Town of Shelburne to SEEDs formal invitation to attend our



community meeting with a request for SEED to instead attend a private meeting with town council on September 20th is not only disrespectful and insulting but also demonstrates a continued unwillingness to even speak to the ANS community, this is yet another example of systemic racism in the Town of Shelburne that cannot continue to go unaddressed.

While we have worked to organize this public meeting for the last two years SEED has also attempted to work with the Town of Shelburne to coordinate a community well for the Black community that has been met with a similar pattern of delays and miscommunication despite secured funding for the project from SEED supporter Elliot Page. SEED has also done fundraising to purchase UV treatment systems for Black community members with contaminated well water, worked with NS Housing to get new drilled wells installed, conducted many water tests in partnership with Rural Water Watch, and will be part of an important research project "Genes and Geography – Disparities in Cancer Incidence and Outcomes in a Black Canadian Community" led by Dr. Ingrid R.G. Waldron without support or partnership from the Town of Shelburne.

SEED would like to note that beginning in 2011 after racist graffiti was found in the Town of Shelburne members of the Black community began asking for racism to be addressed in an "open forum". It has been more than 10 years since those incidents but little has changed, anti-Black racist graffiti was recently found again in multiple locations in the Black community and is under investigation by the RCMP, yet the Town of Shelburne continues to avoid having difficult or "courageous" conversations about racism openly.

Due to the rising cases of COVID-19 and the delay in Phase 5 of public health restrictions SEED has made the difficult decision to postpone our community meeting on September 22 to protect the health of our community. SEED intends to reschedule the community meeting in October once Phase 5 begins and will once again invite the Town of Shelburne to attend and hear directly from the Black community, at this time SEED will present our calls to action and intentions to move forward with, or without, the support of the Town of Shelburne.

A copy of this letter with appendixes is attached and we ask it be reviewed on the record at the next Town of Shelburne council meeting.

Signed,

South End Shelburne Environmental Injustice Society Board of Directors

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**SEED (South End Environmental Injustice Society)**

Contact: Louise Delisle- [otm\\_louise@hotmail.com](mailto:otm_louise@hotmail.com)

Vanessa Hartley- [vanessah.srhs@gmail.com](mailto:vanessah.srhs@gmail.com)





# TOWN OF SHELburne

## COVID-19 Procedure

Document #	D22-A64
Rec'd by	MA
Date	Sept 27/21
<b>COPIES TO:</b>	
Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>
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### 1. Background

On March 11<sup>th</sup>, 2020, the World Health Organization declared COVID-19 a pandemic virus. Globally, Nationally and Provincially, variants of the virus have circulated, including the current dominance of the Delta variant with increased transmissibility and disease severity compared with previous COVID-19 virus strains.

COVID-19 is an acute respiratory illness caused by severe acute respiratory syndrome coronavirus (SARSCoV-2). It may be characterized by fever, cough, shortness of breath, and other symptoms. Asymptomatic infection is also possible. The risk of severe disease increases with age, however, is not limited to the elderly and is elevated in those with underlying medical conditions.

Regardless of which SARS-CoV-2 variant is predominating in an area, vaccination, in combination with public health and individual measures, continue to work to reduce disease spread and severe outcomes. In particular, evidence continues to demonstrate that a complete two-dose series of Health Canada approved COVID-19 vaccines provide substantial protection. Based on current data only a fraction of fully vaccinated people became infected, with the majority of recent cases and hospitalizations occurring in unvaccinated or partially vaccinated people.

Throughout the pandemic, the Town of Shelburne's actions and decisions have been based on the information provided by Nova Scotia's Chief Medical Officer of Health and Nova Scotia Public Health, with the goal of reducing the risk of transmission in the workplace and therefore maintaining a safe work environment for all employees. As detailed by the Province, the majority of new infections in Nova Scotia are among the unvaccinated; and children under 12 are not yet eligible for the vaccines.

### 2. Purpose/Objective

The Town of Shelburne is committed to providing and maintaining a work environment that is safe and healthy, protecting employees, residents, customers and volunteers from injury, illness, and accidents.

The purpose of this procedure is to implement health and safety measures that reduce the risk of exposure to COVID-19 to customers and staff and to outline organizational expectations with regards to COVID-19 immunization and mandatory masking.

### 3. Legislative Framework

This procedure is aligned with the employer's general duty under the Occupational Health and Safety Act to take every reasonable precaution to protect its workers (broadly defined) and the responsibility to assess the workplace for risks, including that of COVID-19 transmission. As employees, while at work,

the Act also states that we take every reasonable precaution in the circumstances to protect the employee's own health and safety and that of other persons at or near the workplace. This procedure is applied in accordance with the Nova Scotia Human Rights Act, and Nova Scotia's Occupational Health and Safety Act and Regulations. Information collected under this procedure is in compliance with relevant legislation including but not limited to the Freedom of Information and Protection of Privacy (FOIPOP) Act.

#### **4. Application**

##### **Mandatory Masking:**

The following safety protocols will go into effect October 4<sup>th</sup>, 2021, for all Town of Shelburne staff.

Starting Monday, October 4<sup>th</sup>, 2021, employees will be required to continue wearing a mask while at work.

FULLY VACCINATED employees will be exempted from this requirement upon providing proof of being fully vaccinated. People will be considered fully vaccinated 14 days after their second dose of a COVID-19 vaccine authorized by the World Health Organization or the 1-dose Janssen/Johnson & Johnson vaccine.

***If you wish to provide proof of vaccination to be exempt from the masking requirement, here is what you do:***

- Show your card provided by the Nova Scotia Health to the Manager of Administration & Human Resources any time. You are considered fully vaccinated 14 days after your second shot.

This only needs to be done once and no copy will be kept of your vaccination record. The Manager of Administration & Human Resources will maintain a list of employees who have shown proof of vaccination and this list will be provided to your manager or direct supervisor.

However, in keeping with our goal of operating a safe workplace, regardless of your vaccination status, any employee dealing with a member of the public will still be required to wear a mask. The Town will not be asking residents and/or customers their vaccination status therefore mask wearing and social distancing will be required.

***Until such time as you provide proof of vaccination, here is what you are required to do:***

- Wear a mask in the workplace at all times except when you are alone in your personal workspace and;

For all visitors to Town facilities, they will still be required to mask when entering a Town owned facility, however, if anyone who is willing to provide proof of being fully vaccinated is exempt from this requirement. Anyone who is 11 years or younger will not be required to wear a mask, provided that they are with an adult who provides proof of being fully vaccinated. If you are unable to wear a mask, or provide proof of vaccination, we ask that you request service delivery in an alternative fashion, including phone, email, or digitally.

### **Mandatory Vaccination:**

In accordance with Public Health guidelines, starting October 4<sup>th</sup>, 2021, you need proof of full vaccination to participate in discretionary, recreational and non-essential activities (like dining out, going to a fitness facility, participating in indoor and outdoor events such as receptions, weddings, funeral ceremonies, sporting events, or indoor and outdoor festivals and special events, etc.).

This requirement will apply to anyone hosting, participating in, or attending discretionary, recreational or non-essential activities held at any Town owned facility or property.

Anyone requesting to book a Town facility or property will be required to disclose the nature of their event. If the Provincial Vaccination Policy applies to that event, the host along with any participants will be required to provide proof of full vaccination to the Town of Shelburne. Anyone who fails to provide proof of vaccination will not be allowed to attend that event.

People will be considered fully vaccinated 14 days after their second dose of a COVID-19 vaccine authorized by the World Health Organization or the 1- dose Janssen/Johnson & Johnson vaccine.

### **Non-compliance with Procedure:**

Failure to mask as required will result in you (the employee) being sent home on unpaid leave for the duration of your workday.

Residents and other people entering Town buildings will be required to mask unless they provide proof of vaccination. If they choose not to mask or provide proof of vaccination, they will be respectfully asked to leave and provided with alternative customer service solutions (i.e., phone, email, mail, online payments, etc.). Appropriate signage will be posted.

People who request facility/property bookings who fail to comply with the Provincial Vaccine Policy will not be permitted use of Town facilities/properties.

### **Health and Hygiene:**

Employees that are feeling ill or showing symptoms must stay at home and follow the testing requirements outlined by Nova Scotia Public Health.

All employees are encouraged to continue with good personal hygiene i.e., regularly washing hands, coughing/sneezing into your elbow, sanitizing your workspace and high touch surfaces etc.

### **Subject to Change:**

The Town of Shelburne reserves the right to amend this procedure at any time. Amendments may be required due to changes in risk assessment, public health, government or other applicable laws.





## Feedback on the Proposed Regulations of the Coastal Protection Act

September 20, 2021

The Municipalities recognize the need to plan for the effects of climate change and carefully consider the environment and the safety of our families, property, and business. We also understand firsthand the increasing risk of coastal erosion and the effects of storm surges that can temporarily increase water levels.

We are a coastal region, and it is important to protect the coastline. However, the implementation of any regulations must take into consideration the use and future development of private property. Here are our comments and questions, from a municipal perspective, on the proposed regulations:

### Availability of Designated Professionals

The availability of designated professionals to certify the setback in a report for property owners could be problematic. We are small rural municipalities and towns where there are very limited professionals (i.e. one surveying company) that could complete this work. On top of that, they are extremely busy and often book months in advance. The shortage of these qualified professionals is a major concern for our Development Office.

### Added Costs

The proposed regulations will increase costs to property owners as they will hire a designated professional to determine the appropriate setback distance and submit the designated professional's report when applying for a building permit.

### More Red Tape

The requirement for a report from a designated professional will not allow municipalities to issue building permits unless all regulations are met, thus lengthening the process for both the developer and municipalities.

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Rec'd by	NS
Date	Sept. 23/21
<b>COPIES TO:</b>	
Committee	✓
Agenda	✓
Committee	

### **Time Limits**

The proposed regulations would require that any building permits issued prior to the date of the regulations be closed within two years. This could be a challenging for developers as many are issued building permits and take years to complete projects as they want to pay for it as they go. This is presently acceptable as long as some work is completed every year and required inspections are carried out.

### **Mobile Home and Travel Trailers**

The proposed regulations exempt mobile homes and travel trailers. In this case, if a developer wanted to build a new home in the coastal protection zone, they would be required to attain all the assessments and surveys but a mobile home which can also be a year-round home, does not have too. Are there specific reasons why mobile homes are being exempt? Will travel trailers also be exempt? It is common for individuals to locate travel trailers and then an accessory building such as a storage building or cottage.

This exemption could be a potential loophole which will force by-law officers and building officials to address the problem and may expose municipalities to legal challenges.

### **Administration**

The proposed regulations note municipalities will need to determine the location of a proposed construction from a plot plan provided by the property owner, or from a location certificate from a professional land surveyor. We are concerned with this as we do not have a qualified surveyor on staff, therefore we would have to engage one to confirm this. If we get a plot plan from a surveyor or property owner showing the structure is to be built at a certain location and it meets the setbacks, we believe the onus should be on the property owner or surveyor to prove that it is indeed in the right spot. When a property owner signs a permit, they are confirming they are aware of setbacks and where their property lines are.

### **Records Management**

The proposed regulations state that the municipalities shall retain all reports and documentation for a period of 10 years and provide this to the province if requested. We find it odd that municipalities would be responsible for the provinces required paperwork and the administration that comes with it. This will be an added cost and administrative

burden to municipalities. Our suggestion is that this requirement be treated similar to on-site septic approvals. In that case, the Dept. of Environment is responsible for approving, issuing, and providing copies to the property owner in support of building permits.

### **Mapping**

The proposed regulations state that the province will produce digital maps to make it easier to determine whether a proposed construction location is above the minimum building elevation for each area of the coast. We are hoping that this new mapping will be provided to all municipalities as, again, we are small rural municipalities and have very little GIS and no full-time planner.

### **Beaches**

These new regulations will likely impact any work performed on or near our local beaches as they would be within the zone. We have focused a lot of time and energy on developing a plan and implementing positive changes to make our beaches more accessible, safe and welcoming and we would hope that there would be consideration of this.

### **Subdivisions**

The proposed regulations would also affect how subdivisions are processed. If a subdivision affects a piece of land that would be in the Coastal Protection Zone, we would be required to advise the property owner that the new regulations may affect their development plans and further, a qualified person may have to verify horizontal setbacks in subdivisions. This could cause a newly created lot to be increased in size from what it would have to be to meet today's regulations. For example, Barrington's present Land Use By-Law has a minimum lot size in the Rural Development Zone of 40,000 sq. ft. if on water provided all approvals are received from the Department of Environment for on-site sewer and the Department of Transportation for access. A 40,000 sq. ft. lot can be 200 by 200. If we were to use the proposed setback of 80 m, that

would mean a structure could not be within 262 feet of the natural high-water mark, which would be impossible with a 200 x 200 lot. Therefore, the lot may have to be increased or a valid report from a qualified person must be received prior to any permit being issued.

### **Exemptions**

Public infrastructure and commercial or industrial operations that need direct access to the water, such as tank houses, are exempt, as are activities that are licensed or permitted

under the Fisheries and Coastal Resources Act, Marine Renewable Energy Act, Wilderness Areas Protection Act, and Special Places Protection Act. That said, how will accessory buildings that do not require direct access to water, be treated?

### **Potential Impact to Mortgages**

There is a need to gather feedback from the banks regarding mortgage renewal. Different institutions have different mortgage terms, however, when a mortgage comes up for renewal on a coastal property (usually every five years or so) it may be possible that banks may have the ability to request a re-evaluation of the property. If this is the case, the property assessors would likely identify the new regulations as a restrictive covenant on the property and may lower the assessed value. If this were to happen then many homeowners may no longer qualify for a mortgage and be forced to sell their homes and properties. There are quite a few assumptions in the above scenario, however there is potential negative impacts that requires the province to conduct a more meaningful enquiry into this concern and set in place protections for property owners who may find themselves facing such a scenario.

### **Potential Impacts to Existing Property Owners**

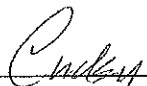
The restrictions imposed on existing property owners who own a home or purchased a property prior to these regulations and whose properties fall within the minimum building elevation or the site-specific horizontal setback (as determined by a designated professional) are far too restrictive. For many people they will have made a sizeable investment in a property with the intention of building or expanding a home. These regulations would in effect render many sizeable property investments worthless and cause serious undue financial stress. These regulations do not recognize the value and importance of people's investments that were made prior to the regulations taking effect. There needs to be some form of protection. One consideration would be to allow these property owners to submit plans for a period of time after the regulations take effect and for those plans to be protected for a period of time (say five years). A modification such as this would allow people who had been planning to build on their property or modify a home (but who may not yet be able to afford to build quite yet) the opportunity to at least put their plans in motion and not see their initial sizeable investment rendered worthless.

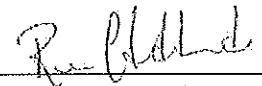
The restrictions imposed on existing structures are far too strict, there should be more leniency towards people wanting to upgrade their structures. For example, under these regulations, a person owning a cottage with a loft wouldn't even be able to turn their loft into a full second story as it is deemed to have increased the living volume in the home. Development with changing the footprint should be given consideration.

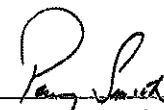
## Need for Educational and Promotional Material

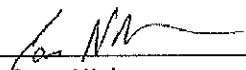
There should be educational and promotion material created to assist developers and homeowners with planning for potential projects on a coastal property.

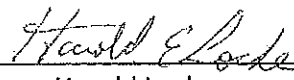
In summary, we believe these proposed regulations will create undue financial hardship on municipalities and property owners, add another layer of red tape that could significantly delay the permitting process and negatively impact current use and future development of private property. We urge the Department to conduct more consultation with agencies, organizations and industries that could be impacted by these regulations (i.e., building officials, real estate, banking, insurance, etc.) and seriously reconsider the implementation of such a large Coastal Protection Zone. In the event these proposed regulations would be approved, we would respectfully request that the province take full responsibility of the administration of the regulations, similar to what is being done with on-site sewer regulations.

  
\_\_\_\_\_  
Warden Eddie Nickerson  
Municipality of Barrington

  
\_\_\_\_\_  
Mayor Rex Stoddard  
Town of Clark's Harbour

  
\_\_\_\_\_  
Warden Penny Smith  
Municipality of Shelburne

  
\_\_\_\_\_  
Mayor Cory Nickerson  
Town of Lockeport

  
\_\_\_\_\_  
Mayor Harold Locke  
Town of Shelburne

1950

1951

1952

1953

# Library Report



Compiled by  
Ian White



## Board profile

### Wade Cleveland

One of Western Counties Regional Library's newest board members, Wade Cleveland represents the Town of Yarmouth. Well-known on the radio airwaves in the area, Cleveland has been a radio personality for the last 40 years in addition to having worked for Canada Post for over 20 years. He is serving his second term on town council.

He was eager to step forward to be on the board because of his love of reading and libraries.

"I'm a bookworm, and have been since I was a small child. When the opportunity to serve on the Board came up, I grabbed at the chance," he says. "I have many fond memories of the library, both growing up within its walls and of bringing my children there. I believe that libraries are community hubs, vital to all communities."

He believes he will bring a level of passion to the board, experience and a willingness to see projects through to completion.

He says it is important for libraries to remain relevant in an ever-changing world, and he sees the regional library making strides with its enhanced digital collection and its rebranding.

"Libraries are vital to every community everywhere," he says. "They are key, in my mind, to children as they grow and learn, and in giving children (and others) the skills to learn on their own and to think critically. They are places for people to gather, to learn of others and of the world and the universe around us. They are places where imagination can run free."



Western Counties Regional Library is aiming for a new look as it begins its rebranding journey after nearly 50 years.

# Library's rebranding journey begins

Western Counties Regional Library is aiming for a new look as it begins its rebranding journey after nearly 50 years. District Design Co. is the creative team for the rebrand, winning a tender issued in the summer.

"Since the design of the current logo nearly 50 years ago, our communities and our library has seen a lot of growth and change," says Lydia Hunsberger, Manager of Collections and Digital Services and member of the library's rebranding team.

She says the rebranding will be in line with the library's new strategic plan which is being mapped out in 2022.

"The idea for the rebrand is to better reflect our community and create something that resonates with community

members, and to acknowledge how the community and the library has changed over the years," Hunsberger says. The first step in the rebranding process was the launch of a survey of the public to gather their views and perceptions of the library.

Hunsberger says that District Design Co. had a robust plan for community engagement, which was carried out through public surveys.

"Public feedback was something we thought was integral so that the brand could better represent the community," she says. "I'm really appreciative for the amount of feedback and participation that we got through the surveys because these responses will help guide District (Design) in the rebrand."

D22-1166	
Rec'd by	
Date	Sept 2 2021
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Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	

# Self-checkout machines coming to six library branches

Western Counties Regional Library's new self-checkout machines will be in service beginning in early October at its library branches in Barrington, Digby, Meteghan, Shelburne, Weymouth and Yarmouth.

"The machines will allow library users to pick up their holds and check them out themselves, much like self-checkout machines at retail stores," says Shannon Raynard, Training and Development Manager for the regional library.

In preparation for the changes, library users who are picking up their holds at those branches are receiving notices that they will need to check out their books at the self-checkout before taking them home.

For those not wishing to use the self-checkout, they can take their holds to the circulation desk to be checked out by the clerk. The library will continue to offer books by mail.

Raynard reminds people that circulation of materials matters to libraries.

"Every checkout demonstrates to the provincial and municipal governments and funders how much you value the library," she says.



**Shannon Raynard, Training and Development Manager for Western Counties Regional Library, demonstrates the self-checkout machine being set up in six library branches.**

## AROUND THE BRANCHES

### Digby



Pictured left, the latest mural from Pascale Cork and her children, Lola and Mani, based on *Julian is a Mermaid* borrowed from the Digby library.

### Shelburne



Shelburne library clerk Loreley Himmelman, left, received her 5-year certificate as of Aug. 3 from branch manager Lydia Hunsberger.

### Weymouth

A new all-in-one printer/scanner/photocopier was installed at the branch.

Five-year-old Shiloh Guy came in and gave a special "get-a-library-card" message card to library clerk Marguerite Thibault. Shiloh's mother had the same card when she

was a child and asked join a library.



Weymouth senior library clerk Marguerite Thibault, right, receives her 40-year work anniversary (as of July 6) certificate from branch manager Shannon Raynard.

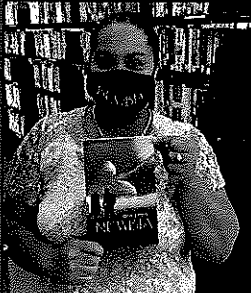
### Yarmouth



Yarmouth library clerk River Goodwin-Clairmont, left, receives their 5-year work anniversary (as of June 23) certificate from branch manager Shannon Raynard.



Shiloh Guy holds a grab-and-go kit and her message card urging her to get a library card.



Pictured holding a copy of her novel *Newbia*, Weymouth-born author Chelee Cromwell dropped into the branch for a visit.



THE PREMIER  
Halifax, Nova Scotia

Document #	D32-1167
Rec'd by	NJ
Date	Sept 17/21
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Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>
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September 14, 2021

Honourable John Lohr  
Minister of Municipal Affairs and Housing  
Minister responsible for responsible for the Office of Emergency Management  
Minister responsible for Military Relations

Dear Minister Lohr,

Thank you for agreeing to serve Nova Scotians as Minister of Municipal Affairs and Housing, Minister responsible for the Office of Emergency Management, and Minister responsible for Military Relations.

Governing is about people. On August 17<sup>th</sup>, 2021, we were given a mandate by Nova Scotians to activate solutions. They responded to our platform, *Solutions for Nova Scotians*, and its vision for our Province. Nova Scotians share the hope you and I have for our beautiful province and its potential.

A brighter future starts with a shared belief in what our province can do. A belief in each other. A belief in our communities. A belief in fellow Nova Scotians. We can put Nova Scotians on the path to financial sustainability and fix healthcare. We can support our traditional industries and build an environment plan that fights climate change. We can make our province a magnet for doctors, students, new residents, investors and tourists alike, and remain proud of our traditions and our heritage.

Fixing healthcare and rebuilding the economy is not for the faint of heart. It will require strong leadership and a willingness to take bold action. Working together, we can get the job done.

The success of all Nova Scotians and improvement of their health, access to health care and quality of life will be our collective success.

We have committed to listen to and respect all Nova Scotians. We have also committed to lead a government which represents all Nova Scotians and is reflective of the modern societal makeup of Nova Scotia, inclusive and respectful of all demographic, cultural and ethnic diversities to advance our collective growth and prosperity.

You have been chosen for Cabinet because of your track record and capabilities as a problem solver, as a "solutionist," as someone who gets things done and is not deterred by complexity. You are a known collaborator who will work with your colleagues on solutions that need all the capabilities of the Government and the public service pulling in the same direction.

As Minister, your leadership and your team will play a critical role in contributing to the commitments we have made and to providing solutions. You are responsible for the conduct of the department(s) you oversee and must be aware of and adhere to the public service's *Code of Conduct and Respectful Workplace Policy* in your interactions with the public service. Most importantly, you are part of a team of solutionists who share a common vision and commitment to *Solutions for Nova Scotians*.

As Minister of Municipal Affairs and Housing you will:

- Within the first 90 days of your mandate, prepare a timeline for completion of all tasks below over the next four years. The initial timelines are to be updated quarterly thereafter.
- Renegotiate the Memorandum of Understanding with the Municipalities.
- Include funding for municipal roads as an item of discussion when renegotiating the Memorandum of Understanding.
- Double the equalization payment for the first year, until a new Memorandum of Understanding can be reached.
- Work with the Housing Commission to implement the recommendations of the 2021 Affordable Housing Report.
- Develop a full inventory of lands owned and identify areas that could be used for housing. The inventory must be prepared within three months of coming into government so that the province can manage and keep track of the land it owns in a comprehensive accounting manner. This will also allow work to get underway immediately in determining best uses of those lands.
- Consider where land is available and where there is a need for housing stock: both affordable housing and general residential purchases.
- Within the first six months of your mandate, undertake a review of the Municipal Act, Municipal Charters including their size and scope, the concept of shared services and regional service authorities, with a goal of refining the delivery and governance model for all municipalities in the province.

As Minister of Municipal Affairs and Housing, you will also support your Ministerial colleagues as they execute their responsibilities. In particular, you will support:

- The Minister of Environment and Climate Change as they build climate change adaptive capacity and resilience by prioritizing climate adaptation across every government department and ensuring that all Nova Scotia municipalities have sufficient resources to take immediate and long-term action on their adaptation priorities.

As Minister for Military Relations, you will:

- Ensure that the important contributions of our military members, veterans, and their families are recognized within all areas of government.
- Work with the Federal Government to ensure that Nova Scotia's defence sector continues to be a driving force of innovation and economic growth for our Province.

As we progress through our mandate, we will work together to identify further refinement and priorities of focus.

Honourable John Lohr  
Page 3

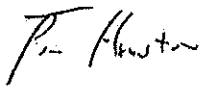
Within the first six months, and as part of your Department's mandate, you will work with me and other Departments in reviewing the role and effectiveness of Agencies, Offices and Crown Corporations with a goal of ensuring the most efficient and accountable methodology for the undertaking of their respective tasks.

We have a clear mandate and the vision and the determination to take decisive action to solve problems for people by giving them hope for health, universal mental health care, dignity for our seniors and a new opportunity for aging well. We will invest in our future. We will build a Nova Scotia with more people, more jobs, better jobs and more housing and infrastructure for people. We will do this with an overriding commitment to sustainable prosperity, establishing Nova Scotia as a world leader.

We will overcome the obstacles that stand in the way of achieving the incredible opportunities within our reach to improve the well-being and quality of life every Nova Scotian deserves.

I look forward to working with you to improve the lives of all the people of Nova Scotia and change the course of our Province now and for generations to come.

Sincerely,

A handwritten signature in black ink, appearing to read "Tim Houston". The signature is written in a cursive, slightly slanted style.

Honourable Tim Houston, M.L.A.  
Premier of Nova Scotia

Copy to: Paul LaFleche, Deputy Minister of Municipal Affairs and Housing  
Mark Peck, Associate Deputy Minister of Municipal Affairs and Housing  
Kelliann Dean, Deputy Minister of Intergovernmental Affairs





# Water Storage Tanks 2021 CP Inspection Report

Town of Shelburne  
168 Water St.  
P.O. Box 670  
Shelburne, NS B0T 1W0

Attention: Mr. Mike Race

**Subject: 2021 Cathodic Protection System Testing**  
**-Pellis Road Water Reservoir**  
**-Lake Rodney Rd. Elevated Water Tank**  
**Shelburne, Nova Scotia**

Document # D22-A108	
Rec'd by MS	
Date Sept 21/21	
<b>COPIES TO:</b>	
Council	
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Committee	
Impressed current	the internal steel

On September 1, 2021, we tested the effectiveness of the 'Floatinode' type cathodic protection systems, which are provided for corrosion control of submerged surfaces of the subject water storage tanks. This report outlines the survey procedure, inspection findings, survey results and includes recommendations/maintenance procedures.

### SURVEY PROCEDURE

Structure-to-water potentials were measured with reference to the permanent reference electrodes and to a portable silver:silver chloride (Ag:AgCl) electrode lowered into the tank via the roof access hatch. The rectifier output current was cyclically interrupted and the resultant 'ON' and 'OFF' structure potentials were recorded at five (5) foot intervals from the bottom of the tank/riser to the water surface. The rectifier and external system components were also visually inspected.

### INSPECTION FINDINGS/TEST RESULTS

#### Pellis Road Water Reservoir

The potential survey results indicate that the submerged internal steel surface of the tank is cathodically protected in accordance with the criteria of Appendix A, NACE Standard SP-0388-2014. Following the potential survey, the system rectifier was adjusted/calibrated for optimum system performance/life. There was no damage or deterioration found on any of the external system components.

Rectifier operating parameters and potential survey data are recorded in Appendix B.

#### Lake Rodney Rd. Elevated Water Tank

The potential survey results indicate that the submerged internal steel surface of the tank is cathodically protected in accordance with the criteria of Appendix A, NACE Standard SP-0388-2014.

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Following the potential survey, the system rectifier was adjusted/calibrated for optimum system performance/life. There was no damage or deterioration found on any of the external system components.

Rectifier operating parameters and potential survey data are recorded in Appendix C.

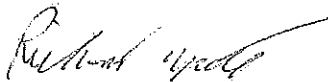
**RECOMMENDATIONS**

This type of cathodic protection system is self-controlled and relatively maintenance free; however, we do recommend that:

1. Correct UCC status condition (i.e. green LED) be verified once every two weeks;
2. System operating parameters be recorded at least once per month (spare data sheet attached);
3. The system be thoroughly inspected and tested one year after commissioning and at least once every two years thereafter;
4. The lower water level be maintained at least 5' above the top of the anode assemblies during the winter months to minimize the possibility of ice damage;
5. The system rectifier be switched 'OFF' prior to draining the tank for any reason; and
6. The equipment inside the tank be inspected at least once every five years.

Should you have any questions regarding this report or any other aspect of corrosion control, please do not hesitate to contact us. Thank you for this opportunity to be of service.

Yours very truly,  
**CORROSION SERVICE CO. LTD.**



Richard P. Yates  
Atlantic Engineering Operations  
Phone: (902) 468-7878, Ext. 4402  
Cell: (902) 452-3102  
Fax: (902) 468-2187  
E-Mail: [ryates@corrosionservice.com](mailto:ryates@corrosionservice.com)

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**TOWN OF SHELBURNE  
WATER STORAGE TANKS  
SHELBURNE, NOVA SCOTIA  
FLOATINODE CATHODIC PROTECTION SYSTEM  
ROUTINE ADJUSTMENTS AND MAINTENANCE**

A summary of maintenance procedures is outlined below:

1. Prior to draining the tank for any reason, the rectifier should be turned 'Off' and tagged out. The system must be turned back 'ON' as soon as the water level in the tank is restored to normal levels.
2. Correct rectifier status condition (i.e. green LED) should be verified once per week.
3. The rectifier output voltage, current and potential readings should be recorded at least once per month. If these readings vary significantly (i.e.  $\pm 20\%$  from normal) or if RED Fault light condition occurs, the Corrosion Engineer should be advised promptly. A Floatinode System Maintenance Log Sheet is attached for recording purposes.
4. A general inspection and potential survey of the system should be conducted by a Corrosion Specialist or his authorized representative the year immediately following installation and at least every two years thereafter.
5. The Owner's representative should check the rectifier readings immediately following completion of any maintenance or activity near the cathodic protection equipment and compare them to previous readings to ensure that damage has not occurred.
6. The system output has been adjusted to optimize system performance and Corrosion Service should be consulted before making any adjustments.
7. If necessary, the cathodic protection equipment can be repaired or replaced using the same materials and/or splicing techniques shown on the 'As-Built' drawings. It is very important to observe polarity when making connections and to ensure moisture proof cable insulation and connections. The Corrosion Engineer should be consulted prior to making such repairs. Replacement equipment can be obtained from Corrosion Service Company Limited.
8. The lower water level should be maintained above the top of the anode assemblies during the winter months to minimize the possibility of ice damage.
9. The equipment inside the tank should be inspected at least once every five years.
10. Correct operation of the cathodic protection system can be verified by regular inspection and monitoring of system operation parameters.

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**APPENDIX A**

NACE Standard  
SP-0388-2014

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**CATHODIC PROTECTION CRITERIA**

*(from NACE Standard Practice SP-0388-2014)*

- No. 1** ..... A negative, polarized tank-to-water potential of at least -850 mV relative to a saturated copper-copper sulfate reference electrode (CSE): or
- No. 2** ..... A minimum of 100 mV of cathodic polarization between the tank surface and a stable reference electrode contacting the electrolyte. The formation or decay of polarization can be measured to satisfy this criterion.

**CAUTIONARY NOTE:**

The 100mV polarization shift criterion is only applicable to steel tanks not having corrosion cells caused by connection to more noble metals such as copper, brass, or passive stainless steel (e.g. heated water tanks in which the submerged heater tubes are constructed of copper or brass, and are electrically continuous with the submerged steel tank).

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**APPENDIX B**

**Pellis Road Tank  
CP System Data**

**RECTIFIER OPERATING PARAMETERS**

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<b>SYSTEM SURVEYED:</b> Pellis Road Water Storage Tank						
<b>RECTIFIER INFORMATION:</b>			<b>MODEL:</b> UCC1 48-6D <b>SERIAL NO.:</b> 98RU0064			
DATE	DC OUTPUT		POTENTIAL		SYSTEM CONTROL STATUS	REMARKS
	VOLTS	AMPS	ACTUAL	SET		
July 24/98	2.4	0.0065	-1328	-1357	Potential/Green	System Commissioning
Sept. 29/99	2.5	0.0056	-1333	-1330	Potential/Green	1999 System Survey @10,365 hours
June 20/01	2.5	0.0045	-1333	-1330	Potential/Green	2001 System Survey @25,478 hours
May 15/03	2.6	0.0035	-1333	-1322	Potential/Green	2003 System Survey @42,117 hours
Aug. 10/05	2.6	0.0062	-1350	-1348	Potential/Green	2005 System Survey @61,560 hours
Nov. 13/07	2.6	0.0052	-1359	-1352	Potential/Green	2007 System Survey @81,517 hours
Nov. 13/07	2.8	0.0066	-1425	-1425	Potential/Green	Rectifier output increased
Sept. 3/09	2.9	0.0021	-1420	-1421	Potential/Green	2009 System Survey @97,201 hours
July 21/11	3.0	0.003	-1403	-1403	Potential/Green	2011 System Survey @113,644 hours
Sept. 14/17	3.4	0.0411	-1395	-1396	Potential/Green	2017 System Survey @167,520 hours
July 30/19	3.22	0.0248	-1405	-1404	Potential/Green	2019 System Survey @183,831 hours
Sept. 1/21	3.9	0.087	-1424	-1416	Potential/Green	2021 System Survey @202,067 hours

**NOTES:**

1. Rectifier voltage limit adjustment: 18.0 Volts
2. Rectifier current limit adjustment: 0.5 Amps

<b>RECTIFIER OPERATING PARAMETERS</b>
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<b>SYSTEM SURVEYED:</b> Pellis Road Water Storage Tank					
<b>SURVEY DATE:</b> September 1, 2021					
Half-Cell Locations	Negative Connection To	Structure Potentials With Reference to CSE (mV)			Remarks
		STATIC	ON	OFF	
<b><u>Tank Roof Access Manhole</u></b>					
Bottom	Tank	-684	-1452	-1051	
+5'	"	-683	-1478	-1053	
10'	"	-684	-1502	-1070	
15'	"	-684	-1508	-1069	
20'	"	-684	-1497	-1071	
25' (Surface)	"	-684	-1505	-1071	
<b><u>Reference Electrode Potentials</u></b>					
Tank to Permanent CSE #1 (@ Shell)		-679	-1426	-1002	
Tank to Permanent CSE #2 (@ Center)		-678	-1362	-987	
Permanent CSE #1 to Portable Ag:AgCl		-	+61	+82	
Permanent CSE #1 to Portable Ag:AgCl		-	0	+48	

**ADDITIONAL REMARKS:**

1. All potentials are in millivolts.
2. CSE - copper:copper sulphate electrode.
3. All portable Ag:AgCl measurements have been converted to equivalent CSE measurements by adding -120 mV.

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**APPENDIX C**

**Lake Rodney Road Tank  
CP System Data**

<b>RECTIFIER OPERATING PARAMETERS</b>	
<b>SYSTEM SURVEYED:</b> Lake Rodney Road Water Storage Tank	

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<b>SURVEY DATE:</b> September 1, 2021					
Half-Cell Locations	Negative Connection To	Structure Potentials With Reference to CSE (mV)			Remarks
		STATIC	ON	OFF	
<b><u>Tank Roof Access Manhole</u></b>					
Bottom	Tank	-	-1436	-1048	
+5'	"	-	-1631	-1056	
10'	"	-	-1963	-1075	
15'	"	-	-2027	-1077	
20'	"	-	-2106	-1072	
25'	"	-	-2259	-1084	
30'	"	-	-2270	-1084	
35'	"	-	-2248	-1078	
40'	"	-	-2167	-1087	
45'	"	-	-2122	-1079	
50'	"	-	-2069	-1082	
55'	"	-	-1805	-1069	
60'	"	-	-1657	-1081	
65' (Bottom of Bowl)	"	-	-1685	-1079	
70'	"	-	-1663	-1084	
75'	"	-	-1657	-1082	
80'	"	-	-1654	-1080	
85' (Surface)	"	-	-1655	-1078	
<b><u>Reference Electrode Potentials</u></b>					
Tank to Permanent CSE #1 (Riser)		-657	-1228	-1010	
Tank to Permanent CSE #2 (Bowl)		-630	-1590	-1041	
Permanent CSE #1 to Portable Ag:AgCl electrode		-44	-288	+71	
Permanent CSE #1 to Portable Ag:AgCl electrode		-23	+37	+107	

**ADDITIONAL REMARKS:**

- All potentials are in millivolts.
- CSE - copper:copper sulphate electrode.
- All portable Ag:AgCl electrode measurements have been converted to equivalent CSE measurements by adding -120 mV.

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# WESTERN COUNTIES REGIONAL LIBRARY

## BOARD MEETING

June 17, 2021

The regular quarterly meeting of the Western Counties Regional Library Board was held on Thursday, June 17, 2021 via Zoom.

Present were:

Councillor Shaun Hatfield, Chair, Municipality of Barrington  
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  
Mayor Ben Cleveland, Town of Digby  
Councillor Kent Balish, Town of Lockeport  
Councillor Elizabeth Acker, Town of Shelburne  
Maritza Adams, Admiral Digby Library & Historical Society  
Elizabeth Arenburg, Yarmouth Public Library & Museum  
Patti Simpson, Province of Nova Scotia  
Darryl Wiseman, Province of Nova Scotia  
Erin Comeau, Secretary-Treasurer

Document #	P22-1169
Rec'd by	JA
Date	Sept 22, 21
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Council	✓
Agenda	✓
Committee	

Regrets were received from Kathy Bourque, Carl Deveau, Jim MacLeod and Bernie Nickerson.

### 1. CALL TO ORDER

The meeting was called the meeting to order at 2:20 p.m. by Chair, Shaun Hatfield.

### 2. ADOPTION OF AGENDA

There being no additions to the agenda, it was moved by Kent Balish and seconded by George Manzer

"THAT the agenda be approved as circulated."

MOTION CARRIED

### 3. MINUTES OF THE PREVIOUS MEETINGS

The minutes of the March 18, 2021 meeting were circulated. It was moved by Ben Cleveland and seconded by Maritza Adams:

“THAT the minutes of the March 18, 2021 board meeting be approved as circulated.”

MOTION CARRIED

#### **4. BUSINESS ARISING FROM THE MINUTES**

Erin explained that at the March 18, 2021 board meeting, two motions were made regarding municipal funding. On April 9, Chiefs received an email from the Lynn Somers, NSPL Executive Director, confirming that municipalities will provide funding under the new formula beginning with the 2022-23 fiscal year.

##### **4.1 March 18 motion review – Letter to Provincial Government**

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

“THAT the motion made on March 18, 2021 to write to the Provincial Government insisting that municipalities adhere to the new funding formula be rescinded.”

MOTION CARRIED

##### **4.2 March 18 motion review – Letter to LBANS**

It was moved by Elizabeth Acker and seconded by Darryl Wiseman:

“THAT the motion made on March 18, 2021 to 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 be rescinded.”

MOTION CARRIED

#### **5. CHAIR'S REPORT**

Shaun Hatfield indicated that this will be the last board meeting that he is Board Chair, a position he said that he learned a lot from. He expressed his gratitude to Sherry Thorburn Irvine on accepting the position of Board Chair. He thanked board members for their patience and help during the past year, and especially to Erin, Yvonne and Darryl.

#### **6. DIRECTOR'S REPORT**

Erin Comeau reported that she and the other Chiefs met with Dr. Strang on Friday regarding the Province re-opening plan. She mentioned that WCRL's re-opening plan had to be readjusted so that it matched the Province's plan. One item she noted was that we can now stop quarantining returned library materials. A typo was noted in Erin's circulated report and she said she would correct it. It was moved by Ben Cleveland and seconded by Patti Durkee:

## **12. AROUND THE TABLE**

Darry Wiseman – he indicated this was his last board meeting as his 3 year term as Provincial representative expired mid-August. He thanked Erin and Yvonne for their support as well as Shaun and all board members for the great work they did for the library board. Shaun Hatfield thanked Darryl for his years on the board as well as his professional input on many matters. Kent Balish – he wished to thank everyone for a job well done.

Sherry Thorburn Irvine – she mentioned that at a recent Confederation of Municipalities conference, she attended a presentation by CUPE who noted the role libraries play across the country.

Patti Durkee – she thanked Sherry for taking on the role of Chair and thanked Shaun for the great work he did as Chair. She also thanked Erin and Yvonne for all their work. She feels honored to be on the library board.

Ben Cleveland – he feels libraries are important and that everyone was doing a great job.

George Manzer – he wished to thank all employees in the library branches for the great work they do.

Patti Simpson – she enjoyed attending her first board meeting and looks forward to the strategic planning session this fall.

Shaun Hatfield – he said he enjoyed being a chair the past year and wished to thank everyone for the great work they do.

## **13. NEXT MEETING**

Thursday, September 23, 2021 at 1:00 p.m.

## **14. ADJOURNMENT**

On a motion from Patti Durkee and Sherry Thorburn Irvine, the meeting adjourned at 3:30 p.m.



“THAT the Director’s Report be approved as presented.”

MOTION CARRIED

## **7. AUDIT, RISK AND FINANCE COMMITTEE REPORT**

Audit, Risk and Finance Committee Chair Darryl Wiseman reported that the ARF Committee met on April 22 with our Auditor to do a pre-audit consultation as well as a fraud interview. A review of funds and investments was also carried out

On May 18, the ARF Committee met with Danny Reid, Financial Investment Planner with the Royal Bank of Canada, to give an overview of mutual funds and GIC’s. As a result, 9 motions were passed by the ARF Committee for review and approval by the board. Documents with motions attached have been circulated.

Ben Cleveland declared a conflict of interest.

It was moved by Kent Balish and seconded by Sherry Thorburn Irvine:

“THAT the 9 motions made at the May 18, 2021 ARF Committee meeting be approved as presented.”

MOTION CARRIED with Ben Cleveland abstaining to vote.

On June 18, the ARF Committee met with our Auditor to review the 2020-21 Draft Audited Financial Statements as well as the 2021-22 Proposed Budget.

## **8. FINANCIAL STATEMENT**

The April 30, 2021 Financial Statement was circulated. It was moved by George Manzer and seconded by Ben Cleveland:

“THAT the April 30, 2021 Financial Statement be approved as presented.”

MOTION CARRIED

## **9. NEW BUSINESS**

### **9.1 Proposed 2021-22 Budget**

The proposed 2021-22 budget was circulated. Erin indicated that we will be operating on the same revenue from the Province for the next 4 years. It was moved by Darryl Wiseman and seconded by Maritza Adams:

“THAT the proposed 2021-22 budget be approved as circulated.”

MOTION CARRIED

## 9.2 Extra Municipal Funding

Erin noted that letters of requests for additional funding were sent to municipal units in late March. She received many phone calls and emails from CAOs about this. The additional funding, if received, would go towards staff wages. Erin reported that to date, 5 municipal units will pay the extra, 3 municipal units said they would not pay, and she hasn't heard from 3 municipal units. After discussion, it was moved by Patti Durkee and seconded by George Manzer:

“THAT any extra municipal funding received be put towards staff salaries and benefits in the 2021-22 budget year as intended.”

MOTION CARRIED

Erin indicated that she would write thank you letters to municipalities.

## 9.3 Accessibility Framework

The Nova Scotia Public Libraries Joint Accessibility Framework document was circulated. It was moved by Darryl Wiseman and seconded by Kent Balish:

“THAT the Nova Scotia Public Libraries Joint Accessibility Framework document be approved as presented.”

MOTION CARRIED

## 10. CORRESPONDENCE

10. Email from Lynn Somers re Municipal Funding for Libraries update

## 11. OTHER

Erin reminded board members that a new Strategic Planning session would be scheduled for this fall. The plan was to look at refreshing the library's logo and branding after the strategic plan but the new logo is required for the new provincial library cards by mid-November. Erin will start looking for a consultant for logo redesign this summer.

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