AGENDA
Town Council Meeting -Council Chamber
Tuesday January 4th, 2022
6:30 p.m.

Doc Ref:

---

1) **Call to Order**

2) **Approval of Agenda**

3) **Approval of Minutes from the Council meeting held on December 6th, 2021**

4) **Proclamations & Announcements:**
   a) Pay It Forward Day – January 12th, 2022
   b) December Volunteers of the Month- The Whirligig Festival Volunteers

5) **Delegations:**
   a) None

6) **Correspondence:**
   Action: None

   Information:
   a) WCRL Newsletter — D22-A95
   b) Region 6 Approved Budget — D22-A96

7) **Council Items:**
   a) CAO Update

8) **Committee Reports:**
   a) Western Counties Regional Library Board Minutes-September — D22-A97
   b) Audit Committee Minutes-August 31 — D22-A98
   c) Monthly Building Report-November — D22-A99
   d) SVFD Monthly Report-November — D22-A100

9) **Staff Reports:**
   None

10) **New Business:**

11) **Upcoming Meetings:**
   a) CP&V Committee Meeting-January 8th, 6pm at Council Chambers
   b) Town Council Meeting- January 17th, 2022-6:30pm at Council Chambers
   c) Port Committee- Date TBD

12) **Adjournment**

Town of Shelburne

Minutes of the Regular Council Meeting

Council Chambers, 168 Water St.
Monday December 6th, 2021
DRAFT

Council Members Present
Mayor Harold Locke
Councillor Elizabeth Acker
Councillor Ben Nickerson
Councillor Sheldon Ringer

Regrets
Deputy Mayor Rick Davis

Staff Present
Sherry Doane, CAO
Robin Smith, Executive Coordinator

This meeting began with a Public Hearing for Land-Use By-Law Amendments, 28 Falls Lane PID#80140486. The CAO had received one call from a resident next door who could not attend this evening who wanted to express her concern about the potential changes that might occur due to any developments impacting natural waterflow of nearby brooks. The CAO informed her if there were any developments to the property it would need to go through the Building Inspector and that her concerns would be taken into consideration.

Call to Order
Mayor Harold Locke called the Council meeting to order at 6:44pm.

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 December 6th, 2021, as presented.
Acker-Nickerson
CARRIED

Approval of the Minutes
THAT the Minutes of the Town Council Meeting held on November 15th, 2021, be approved as presented.
Nickerson-Ringer
CARRIED

Proclamations & Announcements

a) We would like to recognize December 10th is observed as Human Rights Day. This is a chance every year to reaffirm the importance of human rights in re-building the world we want, the need for global solidarity as well as our interconnectedness and shared humanity.

b) Although not on the agenda we would also like to recognize that today December 6 as The National Day of Remembrance and Action on Violence Against Women. It has been over 30 years since the murder of 14 young women at Polytechnique Montréal in 1989. This act of violence shook our country and led Parliament to designate today to remember these women.

c) I would also like to, on behalf of all Town Council and Staff of the Town of Shelburne, wish all residents best wishes for a Merry Christmas and a safe and Happy Holiday season!

Delegations

None

Correspondence

Action:

a) Roseway Hospital Charitable Foundation

A letter was received from the Foundation looking for Council to contribute towards a short-term locum housing initiative. There was reference to a letter that had previously been sent out for Council's support for the Student Sponsorship Program at the Roseway Hospital. The Town did not receive this so the CAO contacted Roseway Hospitable Charitable Foundation to have it sent to include as well.

Council discussed the short-term housing initiative and Councillor Acker raised questions regarding how many other Municipal Units would be sharing on this housing initiative. The CAO committed to inquiring and will report back at the next meeting with more information. Council all agreed they would be willing to help this initiative but would just like a little more information regarding which other units were sent the letter as well.

Regarding the Student Sponsorship Program Letter Council will include it in their budget discussions.

Information:

a) Dept. of Municipal Affairs

THAT Council accepts the letter regarding Code of Conduct for information.

b) Renewal of the Water Approval for the Roseway Hydro System

c) THAT Council accepts the letter for information. The CAO committed to inquire about if NS Power were considering re-activating the plant and will report back at the next meeting.

Council Items

a) Town of Shelburne Christmas Card Contest

We would like to take this time to thank the many students of Hillcrest Academy for producing some amazing artwork. We received well over 200 entries, and it was very hard to pick one for a Christmas card. In the end we did choose 3, so I would like to recognize Averie Jamieson in Primary, Bella MacDonald in Grade 5, and McKenna Page in Grade 6. Thank you again to all for your time and we have some hung up on the bay doors for all to see.

b) Christmas Events

As many of you know the past two weekends have been filled with some very exciting Christmas events and activities and it has been a pleasure to see this community come together to plan and organize. Thank you to all those who made Who-Ville happen and such a fun night for many families. The display and set up at Atlantic House Park would not have been possible without the generous donations, volunteer time and support from:

Andrea Huskilson Townsend

The Property People

Home Hardware Shelburne
Belliveau Veinotte
Shelburne Furniture
Catlin Perry
Andrew Chetwynd
Nicki Taylor
Therese Cruz
Shara Mahaney
Mary Ayer
Taylor Burton
Jessica Jurgenlienk
Danny Holmes
Annette Holmes
Shelburne & Area Chamber of Commerce
A1 Pizza-Bill & Sarah Chidiac
Brendan Pippy
The Town of Shelburne & CP&V Committee
I would also like to note this will be set up for the whole holiday season for all to enjoy!

Also, this past weekend the Town hosted our 1st "Miracle on Dock St" stationary parade. Through community partnership, municipal sponsorship and in cooperation with all our community organizations and businesses, it was a great success. Thank you to the Municipality of the District of Shelburne for working in collaboration on this event and also to the Guild Hall Market, Shelburne Historical Society, Shelburne Exhibition, Shelburne Volunteer Fire Dept. as well a number of community members that make up a Shelburne Events Committee and although she does not want her name mentioned I will say that Val Kean from the Municipality was instrumental in organizing this Events Committee that consisted of Angie Oake-Shand, Danyelle Rapp Sylvia Bell, Brendan Pippy Jamie Matthews, Erika Holmes-Goulden and Robin Smith.

We would also like to thank the following businesses who made financial contributions towards the amazing fireworks display along with contributions from the Municipality of Shelburne and the Town of Shelburne.
Shelburne Furniture and Appliances
TLC Pharmasave
Rhonda Steele-O'Callaghan
Shelburne & Area Chamber of Commerce
Environmental Solutions
Meghan Cox- Royal LePage Atlantic
Vernon d'Eon Lobster Plugs
The Ship's Galley Pub and Eatery
Celia J. Melanson Law Office
Shelburne Barrel Factory
Shelburne CBDC

I would also like to say Thank you to the Shelburne Volunteer Fire Dept Ladies Auxiliary for organizing an extremely popular Breakfast with Santa this year as well as craft sale that same weekend. It sounds like you had a very successful weekend of events as well!

Thank you all once again for making it 2 very successful weekends of events in Shelburne. The Mayor made a special thanks to all the work that Val Kean from the Municipality of Shelburne did as well as Executive Coordinator Robin Smith from the Town.

Councillor Acker put forward the motion

M22-042 *THAT* Council direct staff to send a letter of thanks to all those involved in the Who-Ville and Miracle on Dock St. weekend.
Acker-Ringer
CARRIED

Committee Reports
None

Staff Reports

a) Staff Report-Tax Sale

M22-043 *THAT* Council approves the above properties marked for tax sale.
Nickerson-Acker
CARRIED

b) Staff Report-Water Hookup Campaign

M22-044 *THAT* Council directs administration to allow viable and interested property owners to have the Town install individual/clustered water line infrastructures and take up to 2.5 years to pay, as applied to their twice-yearly tax invoices.
Acker-Nickerson
CARRIED

c) CAO Update

The paving has been stalled at approximately 40% complete. The weather has not been co-operating at all and dry conditions are needed for paving. The sidewalks are still at 50% complete.

The Dept. Of Municipal Affairs & Housing has given an interim estimate for the operating and Infrastructure costs charged to the Town for the fiscal year ending March 31st, 2022. The range for the Town of Shelburne of $57,964 to $78,982 as the cost for the Town. The amount that we have budgeted is $70,000. Rare are the chances that the final invoice will be anything but closer to the upper range. The budget will reflect the overage.

The CAO wanted to confirm with Council that the Town Office, as per in other years, will be closed to the public between Christmas and New Years and staff given the opportunity to use vacation days. The office will re-open to the public on Tuesday January 4th.

New Business

Councillor Acker wanted to recognize the "Movember Group" of guys representing all of Shelburne County who recently participated, and all monies raised went towards Men's Mental Health. Many of those who participated were close friends with a young Shelburne County man who took his life this past August. As of November 30th, they had raised $22,720! One of the members, Nicholas Brand; was named one of the top 10 Mo-Men in Canada and his photo will appear on billboards across Canada. Councillor Acker noted several of the men on this team are high school teachers and she can only imagine the source of help they will be for young men experiencing mental health issues. Councillor Acker directed staff to send a letter of congratulation to this group of Shelburne County Men to recognize the amazing job they did raising this money and bringing awareness to mental health.

In Camera
MGA Section 22: (e) Contract Negotiations
THAT Council goes In-Camera at 7:20pm
Ringer-Acker
CARRIED
Council came out of In-Camera at 7:45pm.
Council directed to staff to continue contact negotiations on Item #1.

Motions coming out of In-Camera

VI22-045 THAT the Town of Shelburne Council directs Administration to agree to a five-year contribution commitment for the Shelburne County Arena starting next fiscal year (April '22- March'23) at $19,500 with a 2% increase each fiscal year for the following four years thereafter and that we will no longer entertain any deficit requests from the Shelburne County Arena post the end of this fiscal year.
Ringer-Nickerson
CARRIED

Upcoming Meetings

a) Accessibility Meeting-December 15th ,2021 at 6pm at Community Centre
b) Port Committee-December 16th, 2021, at 6pm at Community Centre
c) Town Council Meeting- January 4th, 2022, at 6:30pm at Council Chambers

Adjournment
***THAT* the Regular Town Council Meeting of December 6th, 2021, be adjourned at 7:47pm.**
Acker
CARRIED

_____
Mayor

_____
Executive Coordinator

Town of Shelburne

December 2021

Volunteers of the Month

Whirligig Festival Volunteers

Community Participation & Volunteerism Committee

Volunteers of the Month

This past September the Whirligig & Weathervane Festival was back on the waterfront thanks to some very dedicated community members that made it happen!

Andrew & Britt Newstead along with Therese Cruz got the committee and board going along with Becky Williams coordinating the vendors for the event. The weekend was a very well attended festival that many enjoyed!!!

Thank you to Andrew Newstead, Britt Newstead, Therese Cruz, Becky Williams, Mary Ayer, Marta Stork, Kelly- Ann Callaghan, Catherine Jones, Zoe Newstead, Guido Kuip, Rosemary Cheetham, Rachel Yellin, Andrea Witzke, Ben Pooley and Dale Clark for working together to make this event happen again.

For all that the Whirligig Festival Volunteers have done and continues to do for us, the Town of Shelburne's CP&V Committee and the Town Council recognizes them as the Volunteers of the Month for December. Thank you!

Western Counties Regional Library December 2021

Library Report

Season's Greetings!

Compiled by Ian White

Board profile

Sherry Thorburn Irvine

Born in Sandy Point, Shelburne County, Western Counties Regional Library Board Chair Sherry Thorburn Irvine's Nova Scotia roots go back to 1783. Although she moved out of province as a child, she returned to the province in 2013 after retiring from a career in nursing, purchasing her great grandfather's home in Sandy Point.

As part of her work as a councillor for the Municipality of the District of Shelburne, she chose to serve on the library board. She became board chair after Shaun Hatfield stepped down from the position in June 2021.

"I am pleased to accept the position of chair for Western Counties Regional Library Board (WCRL), and I have volunteered to represent WCRL at the provincial level through Library Boards Association of Nova Scotia," she says. "I have a sense that I will gain a 360-degree view of library services, and I will endeavour, with our team, to advance the important work that libraries contribute to community, at large."

While she believes the challenges faced by the library are numerous, she says the board and staff are up to the task.

"The pandemic has tested those boundaries and shown how important library services are to our general well-being and health."

She wants the library to achieve the province's accessibility goals in all areas, including its buildings, services, programs and collections.

"Ensuring workable funding formulas for libraries is top-of-mind," she adds.

Yarmouth library clerk Yvette Frost reminisces on her 45-year library career that began on the bookmobile. She retired in October.

Yvette Frost's retirement 45 years in the making

In the final days of her 45-year career at Western Counties Regional Library in late September, Yarmouth library clerk Yvette Frost pondered what next.

Given the state of the world amid the COVID-19 pandemic, her plans for a post-retirement cruise were put on hold, and for now she plans to "enjoy her grandchildren."

"It doesn't feel like 45 years," she says of her time at the library.

While attending Dalhousie University, she wanted to come home to Yarmouth and saw an advertisement in the local newspaper *The Yarmouth Vanguard* for a position at the library.

Following an interview with Regional Library Director Trudy Amirault and Deputy Director Virginia Stoddard, she got a job as a bookmobile library clerk.

Trained by bookmobile driver Eric Whitehouse, she began as a bookmobile clerk serving the northern part of Yarmouth County and Digby County. The service required two nights stay in the Digby area, one in Smith Cove and one in Digby.

On Monday, she would leave Yarmouth at noon with stops in Bear River and Smith's Cove. On Tuesday, stops included Centreville, Sandy Cove, Tiverton, Freeport and Westport. On the way back to Yarmouth on Wednesdays, stops were Barton and a long stop in Weymouth.

Eventually, when the library reduced its bookmobile service from two vehicles to one, she started to cover the South Shore route from Tusket to Lockeport.

"You met interesting people and got in some interesting situations," she says of her time on the bookmobile.

This included when the bookmobile was lodged on the loading ramp of the Digby ferry during low tide, and it nearly being clipped by a train at the Saulnierville station.

Working at the library helped her expand her skill set and knowledge. She earned her diploma in Library and Information Technology from the Nova Scotia Community College (NSCC) over several years outside of work through distance education.

She also served as President of the Nova Scotia Library Association in 2008-2009.

Continued on Page 2

Printing, lamination of POV proves popular

Matthew Reeves was in McKay Memorial Library in Shelburne trying to print his proof of vaccination (POV), but he was unsure what to do.

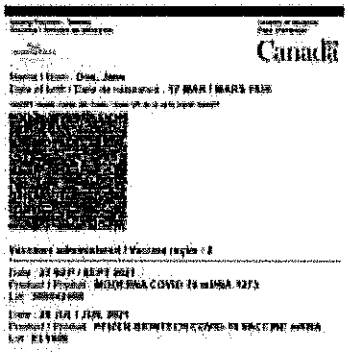
He was pleasantly surprised to learn that he could get his POV printed and laminated for free at the library.

"They helped me out," he says of the Shelburne library clerks.

A regular library user, Reeves knows the clerks, but it was not a service he expected.

"I think it was above and beyond (normal library service)," he says.

Yarmouth library clerk Susan Young says 243 people have had their POV printed and laminated at the branch by early November.



Weymouth library clerk Marguerite Thibault has heard shouts of joy from some people making use of the service.

"Everyone who made use of this service was quite happy," Thibault says. "One lady in particular came in to get the POV printed for a few members of her family."

In Digby, most people are so thrilled that the library is offering the service, says library clerk Joanna Jarvis.

"They are shocked when they find out there is no charge for this service," she adds.

"It's what people needed," says Executive Director Erin Comeau. "We were able to help people coming to our door."

She says the fact that the library has 10 branches throughout the Tri-Counties able to assist hundreds of people access their vaccine passports and print them proved an invaluable service.

Funding and changing technology prove challenging

From Page 1

"It's been a pleasure to work at the library, and it afforded me lots of opportunities in Nova Scotia and to visit other libraries across Canada," she says.

She knows the library faces many challenges, especially changing technology, fundraising and budgeting.

Funding is so important to the library which runs a very lean operation, she says.

She says it is hard to promote services without adequate funding. At her branch in Yarmouth, she says the support of Yarmouth Public Library and Museum has been so important and a big help over the years.

The biggest shift is in the use of technology and the computerization of libraries, she notes, acknowledging that keeping up with changes is a necessary expense.

In the early days, most of her work was getting people their books. The library has evolved into a community hub, a place for job interviews, tutoring, business displays, computer and Internet access. It offers access to many government services with staff assisting people in printing off necessary government documents or filing for such services as employment insurance.

"We will continually change to accommodate patrons," she says. "We are willing to change."

Overall, Frost is going to miss seeing the library users every day.

"I've been doing it so long; I will miss talking to people."

She says she has met a lot of interesting people, who were "pro-library, big supporters, good patrons and sponsors."

Around the Branches

Headquarters

Top right, Headquarters volunteer Mark Pitman received a certificate marking 30 years of service to the library from Executive Director Erin Comeau in September.

Right, Yarmouth caretaker Michael Robicheau received his five-year certificate (as of Oct. 3) from Erin Comeau in October.

Clark's Harbour

A teacher at a local school is picking up boxes of books for use by students at the school, creating a new outreach opportunity for the library.

The library's cork buoy grab-and-go kit was a huge hit.

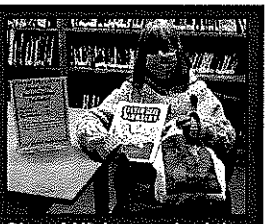
Digby

After attending a number of programs, a journalism student has expressed an interest in writing about the library's art displays or its paint programs.

Casual clerk Maria Wong marked her 25th anniversary with the library on Oct. 1.

Lockeport

Friends of the Lockeport Library had a fall fundraiser, selling tickets on a colouring book and book bag designed and made by Marion Goyette.



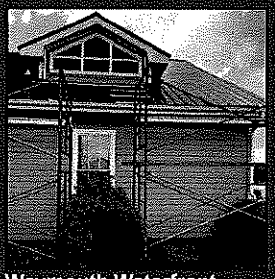
Cheryl Nickerson had the winning tickets for the Friends of the Lockeport Library fundraiser.

Shelburne

Library staff is taking part in Miracle on Dock Street, a stationary parade on Dec. 4 from 5 to 8:30 p.m.

Read to Me returned to Shelburne library this fall.

Weymouth



Weymouth Waterfront Library had a metal roof installed after its shingled roof leaked this fall.

Systems Administrator Ryan McKenzie installs a new computer at the Weymouth branch with a larger screen and Large Print keyboard.

Region 6 Solid Waste-Resource Management

PO Box 639 / 45 School St, Suite 304
Mahone Bay, NS B0J 2E0

Phone: 902-624-1339
E-mail: Valda.Walsh@Region6SWM.ca

Document #	
D22-A-96	
Rec'd by	
Date Dec 7/21	
COPIES TO:	
Council	✓
Agenda	✓
Committee	

Sherry Doane
Town of Shelburne
PO Box 670
168 Water St
Shelburne, NS B0T 1W0

December 7, 2021

RE: Budget Approval 2022-23

Dear Ms. Doane,

On Friday, December 3, 2021, the Region 6 Inter-Municipal Committee met regarding the budget for the upcoming fiscal April 1, 2022 – March 31, 2023.

The following motion was passed:

MOTION: to recommend approval of the 2020-21 Region 6 Inter-Municipal Committee Budget in the amount of $788,025 to member councils as presented. **M/C**

Pursuant to FINANCES of the Region 6 Inter-Municipal Agreement; items 34 – 39

"34. The proposed Committee budget shall be submitted to the Councils of each of the Parties prior to 4:30 p.m. on December 31st of each year.

35. The Councils of each of the Parties shall approve said budget, or refuse to do so, by 4:30 p.m. on March 14th of the year to which said budget applies.

36. Should the Council of any of the Parties fail to approve or refuse to approve the proposed Committee budget and so notify in writing the Committee by the stated deadline, then the said budget is deemed to have been approved by that Council.

37. The proposed Committee budget shall be binding on all of the Parties if approved by the Councils of 75% or more of the Parties, so long as the Parties whose Councils have approved represent a minimum of 50% of the total population represented by the Parties to this agreement – said figures to be taken from the most recent available Census of Canada statistics.

38. In the event that motions of refusal to approve result in a proposed Committee budget not receiving approval of the necessary majority of Councils, the Committee shall revise the proposed budget taking into account any comments that may have been provided and submit a revised budget to the Councils of the Parties.

39. Should the Council of any of the Parties fail to approve or refuse to approve a revised proposed Committee budget within 45 days after receipt of same then the said budget is deemed to have been approved by that Council."

Respecting the enclosed budget, please review with your council and respond to Region 6 before 4:30 pm, March 14, 2020 on your approval or refusal.

Should you have any questions on either document please feel free to contact myself at 902-624-1339 or Chair, Wayne Thorburne at 902-543-7771.

If you require my attendance at the council meeting when the budget is up for discussion, feel free to contact me by phone or email.

Regards,

Christine H. McClare BA Psych
Regional Coordinator

encl.

Region 6 Solid Waste Management

INCOME	2021-22 Actualts as of September 30	2021-22 Projection	2021-22 Budget	2022-23 ESTIMATE
Contracts/Service Agreements				
Education Contract	25,732	80,392	80,392	80,392
Coordinator Agreement	21,643	43,286	43,286	43,286
Enforcement Contract	26,793	89,425	89,425	89,425
Services	450	450	0	0
Sub-total	$ 74,618	$ 213,553	$ 213,103	$ 213,103
Stewardship/Incentives				
Dairy Stewardship	76,664	76,664	87,000	75,000
Diversion [1]	322,400	460,000	440,000	310,000
Municipal Approved Programs	61,600	80,500	80,500	80,500
Interest	883	883		
Sub-total	$ 461,547	$ 618,047	$ 607,500	$ 465,500
Municipal Contribution				
Municipal Billing [2]	36,146	93,227	93,227	109,422
Sub-total	$36,146	$93,227	$93,227	$109,422
TOTAL	$ 572,310	$ 924,827	$ 913,830	$ 788,025

Inter-Municipal Reserves Schedule	Previous Years Expenses	F2021-22 Projection	Approved Expense	Program Amount Remaining
Inter-Municipal program [3]	5,775	16,794	30,000	7,431

On June 12,2020 Region 6 Inter-Municipal Committee approved $30,000 from Future Project Reserves to achieve the goal of 1. Removal of catch-all garbage cans; and 2. Purchase and proper placement of multi-stream sorting containers throughout Region 6.
This schedule shows the anticipated application amount in the current year and the remainder left in the program to be carried over for the next fiscal as per motion of the committee to extend the program deadline to March 31 2023.

Region 6 Solid Waste Management

EXPENSES	2021-22 Actuals as of September 30	2021-22 Projection	2021-22 Budget	2022-23 ESTIMATE
OPERATING EXPENSE				
Coordinator Salary	26,422	52,845	65,000	77,077
Coordinator Benefits	6,219	12,437	10,327	12,856
Travel (Coordinator)	50	1,000	5,500	4,500
Training and conference	261	521	2,040	2,000
Office Rental & Cleaning [4]	5,367	10,734	9,978	10,000
Cell phones	498	995	1,100	1,100
Internet/Phone/Fax	686	1,372	1,300	1,300
Office supplies and services	1,036	2,073	3,500	3,500
Advertising	-	-	500	-
Computer/materials	508	1,015	3,000	1,500
Insurance	2,436	3,426	3,400	3,500
Administration	-	9,390	9,390	9,390
Legal & Auditor[5]	9,173	9,866	9,866	10,000
Sub-total	$ 52,655	$ 105,675	$ 124,901	$ 136,723
EDUCATION				
Education salary	25,719	51,437	53,330	59,459
Educator Benefits	5,432	10,864	9,474	9,918
Travel (education)	4,527	9,054	10,500	10,500
Advertising	-	-	2,500	1,500
R6RECYCLES	9,727	12,000	12,000	11,000
Program materials [6]	606	1,211	4,200	4,000
Sub-total	$ 46,010	$ 84,566	$ 92,004	$ 96,377
PAYMENTS TO UNITS				
Enforcement Contract	-	89,425	89,425	89,425
Dairy Stewardship	76,664	87,000	87,000	75,000
Diversion [1]	-	440,000	440,000	310,000
Municipal Approved Programs	-	80,500	80,500	80,500
Sub-total	$ 76,664	$ 696,925	$ 696,925	$ 554,925
TOTAL	$ 175,329	$ 887,166	$ 913,830	$ 788,025
Revenue/Expenditure	$ 396,981	$ 37,661	-$ 0	$ -

Region 6 Solid Waste Management

Notes to **BUDGET:**

1. Diversion Credits - $4,314,000 available Provincial, down from 5.5 million previously. Region 6 is estimated to recieve 7.25% of this based on waste diverted from landfill.

2. Municipal Billing (details below) - this line pays for the operations that are not covered through grant and contracted services. $ estimate will be increased by the $20,753 2020-21 deficit.

Actual to be billed to municipal members will be **$130,174.95**

3. Inter-Municipal Program (transfer) – June 15,2020 Region 6 approved a public bins program from the Future Projects Reserves. The value approved was $30,000 or any part thereof. Although the program was approved in F2021, there were still funds available, and were carried forward an additional year. The remaining funds will return to reserves without a motion to extend the deadline.

4. Office Rental and Cleaning have been combined into one line on the budget, this amount includes $9,500 for the office rental and $500 for cleaning.

5. Legal and Audit Fees have been combined into one line for the budget, this amount includes $500 for legal and $9,500 for audit. For the coming year, we will need to go to tender for a new audit contract and the budgeted value has been increased for the probable cost increase to come with a new contract.

6. Program materials - it is no longer a requirement to track individual event costs. All event line items (Environment Week, Waste Reduction Week, etc) are now collapsed into one line 'Program Materials'.

TABLE 1: **Municipal billing 2022-23**

Municipal area serviced:	*Pop'n*	*Pop'n*	*% of Region*		*2022-23*
Shelburne Shared Services	6,562	6,562	7.25%	$	9,443.04
Town of Bridgewater	8,532	8,532	9.43%	$	12,277.97
Town of Mahone Bay	1,036	1,036	1.15%	$	1,490.85
Municipality of Lunenburg	24,863	24,863	27.49%	$	35,779.08
Municipality of Barrington	6,646	6,646	7.35%	$	9,563.92
Town of Clark's Harbour	758	758	0.84%	$	1,090.80
Municipality of Chester	10,432	10,432	11.53%	$	15,012.16
Town of Lunenburg	2,263	2,263	2.50%	$	3,256.57
Region of Queens Municipality	10,351	10,351	11.44%	$	14,895.60
West Hants Regional Municipality	19,016	19,016	21.02%	$	27,364.96
Total	**90,459**	**90,459**	**100.00%**	**$**	**130,174.95**

WESTERN COUNTIES REGIONAL LIBRARY

BOARD MEETING

September 23, 2021

The regular quarterly meeting of the Western Counties Regional Library Board was held on Thursday, September 23, 2021 via Zoom.

Document #	
D22-A97	
Rec'd by	NJ
Date	Dec 5/21
COPIES TO:	
Council	✓
Agenda	✓
Committee	

Present were:

Councillor Sherry Thorburn Irvine, Chair, Municipality of Shelburne
Councillor Kathy Bourque, Municipality of Argyle
Councillor Patti Durkee, Municipality of Yarmouth
Councillor Louann Link, Town of Clark's Harbour
Mayor Ben Cleveland, Town of Digby
Councillor Elizabeth Acker, Town of Shelburne
Councillor Wade Cleveland, Town of Yarmouth
Vacant - Shelburne Library Building Association
Elizabeth Arenburg, Yarmouth Public Library & Museum
Patti Simpson, Province of Nova Scotia
Vacant - Province of Nova Scotia
Erin Comeau, Secretary-Treasurer

Regrets were received from Carl Deveau, George Manzer, Maritza Adams, Kent Balish and Shaun Hatfield.

1. CALL TO ORDER

The meeting was called to order at 1:02 p.m. by Board Chair Sherry Thorburn Irvine.

She welcomed everyone to the meeting and introduced Councillor Wade Cleveland representing the Town of Yarmouth.

2. ADOPTION OF AGENDA

There being no additions to the agenda, it was moved by Liz Arenburg and seconded by Ben Cleveland:

"THAT the agenda be approved as circulated."

MOTION CARRIED

3. MINUTES OF THE PREVIOUS MEETINGS

The minutes of the June 17, 2021 meeting were circulated. It was moved by Patti Simpson and seconded by Ben Cleveland:

> "THAT the minutes of the June 17, 2021 board meeting be approved as circulated."

MOTION CARRIED

The minutes of the July 27 to August 6, 2021 email voting for the hiring of firm to develop a new logo and branding WCRL were circulated. It was moved by Patti Durkee and seconded by Elizabeth Acker:

> "THAT the minutes of the July 27 to August 6, 2021 email voting meeting be approved as circulated."

MOTION CARRIED

4. BUSINESS ARISING FROM THE MINUTES

There was no Business Arising from the Minutes.

5. CHAIR'S REPORT

Sherri indicated that as Chair, she has nothing to report.

6. LBANS REPRESENTATIVE REPORT

Sherri indicated that she attended a meeting with LBANS (Library Boards Association of Nova Scotia) held on September 11th. A copy of her meeting notes were circulated to members. Sherry noted that she just received the official LBANS minutes and those will be forwarded to members shortly. The next meeting with LBANS will be held on October 16, 2021.

7. DIRECTOR'S REPORT

Erin noted that the Labour Management Committee finalized a COVID-19 Vaccination Policy for staff yesterday morning, which was then forwarded to board members yesterday afternoon, for review. This will be discussed under item # 9.6 of the agenda.

It was moved by Elizabeth Acker and seconded by Wade Cleveland:

> "THAT the Director's Report be received as presented."

MOTION CARRIED

8. FINANCIAL STATEMENT

The August 31, 2021 Financial Statement was circulated. It was moved by Kathy Bourque and seconded by Patti Durkee:

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

MOTION CARRIED

9. NEW BUSINESS

9.1 Library Branch Services and Patron Use Update – Phase 5

In light of this morning's announcement (proof of vaccination is no longer required for patrons entering the library), Erin suggested we table the Library Branch Services and Patron Use Update until the next board meeting. It was moved by Patti Durkee and seconded by Liz Arenburg:

> "THAT we table the Library Branch Services and Patron Use Update until the next board meeting."

MOTION CARRIED

9.2 Gifts and Donations Policy Update – Phase 5

Erin noted that the current Gifts and Donations Policy states that until further notice, donations of used materials will not be accepted. The updated version now states that we welcome donations of used books and other materials under certain conditions. It was moved by Patti Simpson and seconded by Ben Cleveland:

> "THAT the Gifts and Donations Policy update be accepted as presented."

MOTION CARRIED

9.3 Remaining 2021-2022 Board Meetings – virtual and in-person

Erin asked whether board members wished to resume in-person meetings or continue conducting meetings virtually. It was moved by Patti Durkee and seconded by Kathy Bourque:

> "THAT for the next six months, at least, we continue to conduct library board meetings virtually."

MOTION CARRIED

9.4 COVID-19 Vaccination Policy for Employees

The new COVID-19 Vaccination Policy for Employees was reviewed by the Labour Management Committee and is being submitted to the board for review and approval. It was moved by Elizabeth Acker and seconded by Wade Cleveland:

> "THAT the new COVID-19 Vaccination Policy for employees be approved as presented."
>
> MOTION CARRIED

9.5 Volunteer Policy

Erin noted that the current Volunteer Policy did not state that volunteers had to abide by all WCRL policies therefore it was added in a revised policy that volunteers must agree to follow all WCRL policies while volunteering at the library. It was moved by Patti Simpson and seconded by Louann Link:

> "THAT the revised Volunteer Policy be approved as presented."
>
> MOTION CARRIED

9.6 Proof of Vaccination for New Employees

Erin stated that she would be contacting a lawyer regarding the implications of requiring proof of vaccination for new employees. The Personnel Committee will then meet to review recommendations for proof of vaccination for future staff.

10. CORRESPONDENCE

No official correspondence was received.

11. OTHER

Erin reported that on her first day of vacation in August, a COVID-19 exposure notice in the Yarmouth Library was reported. The Management team pulled together to deal with this issue in her absence, and were able to do so with confidence. Their ability to act appropriately was in part due to the fact that the library has clear policies and procedures in place to respond to COVID-19 related matters. Erin thanked the Board for their work on all policies, especially the COVID-19 policies, making issues such as this one much easier to deal with.

12. AROUND THE TABLE

Elizabeth Arenburg thanked Sherry for chairing a great meeting.

13. NEXT MEETING

Erin asked Yvonne to send out an email to board members asking for their preference date of either December 2 or December 9, 2021.

14. ADJOURNMENT

On a motion from Liz Arenburg and Patti Durkee, the meeting adjourned at 1:50 p.m.

Audit Committee

August 31, 2021 @ 5pm
Town Hall Council Chambers

Minutes

Document #	
D22-A98	
Rec'd by	
Date Dec 16/21	
COPIES TO:	
Council	✓
Agenda	✓
Committee	

Present:
Chair: Town Mayor Harold Locke
Town Council: Elizabeth Acker, Rick Davis, and Sheldon Ringer
Public Representative: Bruce Bennett
Town Treasurer: Jane Crowell
Town CAO: Sherry Doane
Town Auditor: Belliveau Veinotte Inc, Luke Richardson, and Ron Chute

Regrets:
Ben Nickerson

1) **Call to Order** *(Chair Harold Locke)*
Meeting was called to order at 5:00pm by the Chair

2) **Approval of Agenda**
Mover: Elizabeth Acker, Seconder: Sheldon Ringer

3) **Approval of Minutes from Shelburne Audit Committee meeting of 21 July 2021**
Mover: Rick Davis, Seconder: Sheldon Ringer

4) **Committee Items:**
a) Presentation of the 2020-21 Financial Statements by Belliveau Veinotte Inc.
Ron Chute from Belliveau Veinotte Inc. reviewed the 2020-21 Financial Statements with the Audit Committee.
Recommendation:
THAT *Council approve the Financial Statements as presented by Belliveau Veinotte Inc. for the fiscal year ending March 31, 2021.*
THAT *Council approve a transfer of $416,941.99 from General Operating to General Operating Reserve.*
THAT *Council approve a transfer of $18,665.81 from General Capital Reserve to General Operating.*

5) **Old Business:**
a) Set a date for Committee to discuss and review Terms of Reference for Audit Committee
It was agreed to meet in October 2021 to finalize and recommend Terms of Reference for Audit Committee to Council.

6) **New Business:**
None

7) **Adjournment**
Meeting adjourned at 7:00pm.
Mover: Elizabeth Acker

Municipality of **Shelburne**

Naturally Yours

Inspection Department

136 Hammond Street, PO Box 280 Shelburne, NS BOT 1WO, Phone: (902) 875-3494 - Fax: (902) 875-1278

December 2, 2021

Document #	
D22-A99	
Rec'd by	
Date Dec 15/21	
COPIES TO:	
Council	✓
Agenda	✓
Committee	

Town of Shelburne
ATTN: Sherry Doane
PO Box 670
Shelburne, NS
B0T 1W0

Dear Ms., Doane:

Re: Monthly Building Report

The following is the Building Inspection Report for the month of November, 2021.

Fiscal Year	2021/2022	2020/2021
Number of Permits Issued this Month	1	0
Number of Permits Issued to Date	15	14
Construction Value	$ 30,000.00	$ 0.00
Total Construction to Date	$ 2,697,249.00	$ 148,450.00

Yours very truly,

Andrew Goreham, CRBO, CFI
Director of Inspection Services

/aad

Andrew Goreham, Manager of Inspection Services
andrew.goreham@municipalityofshelburne.ca

SHELBURNE VOLUNTEER FIRE DEPARTMENT
63 KING STREET, PO BOX 880
SHELBURNE, NS
BOT 1W0

Document #	
D22-A100	
Rec'd by	
Date Dec 17/21	
COPIES TO:	
Council	✓
Agenda	✓
Committee	

Mayor, Councillors and CAO

This is the monthly activity report for your Fire Department for the month of November 2021.

Total number of calls for service: 9

Calls for service within the Town: 3

Calls for service in the Municipality of Shelburne protection area: 4

Calls for Mutual Aid to other Municipality of Shelburne Departments: 2

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

CALLS FOR SERVICE BREAKDOWN	TOWN	MUNICIPALITY
ALARM SOUNDING	2	
MEDICAL		1
MOTOR VEHICLE ACCIDENT		1 (MUTUAL AID)
STRUCTURE	1	1 (MUTUAL AID)
CHIMNEY/FLUE		
VEHICLE FIRE		1
GRASS, BRUSH, FOREST		1
POWER LINES		
FLOOD CONDITIONS		
BOATS/WATER RESCUE		1
FUEL LEAK/SPILL		
ELEVATOR RESCUE		

DARRELL LOCKE, FIRE CHIEF shelburnefire@gmail.com **MIKE SHAND, PRESIDENT**