



AGENDA
Town Council Meeting-Council Chambers
July 15th, 2024
6:00 p.m.

Doc Ref:

-
- 1) Call to Order
 - 2) Approval of Agenda
 - 3) Approval of Minutes from the regular Town Council meeting held on July 2nd, 2024.
 - 4) Proclamations and Announcements:
 - a) Emancipation Day, August 1st
 - b) National Peacekeepers Day – August 9th, 2024
 - c) National Acadian Day – August 15th, 2024
 - 5) Delegations/Presentation: **NONE**
 - 6) Correspondence:

Action:

 - a) Letter from Chamber of Commerce – Sponsorship D24-376

Information:

 - a) Letter from Shelburne Curling Club D24-377
 - b) Letter from Shelburne Regional High School D24-378
 - c) Letter from Town of Shelburne Bursary Recipient D24-379
 - 7) Council Items:
 - a) Alternate Voting By-law Second Reading D24-370
 - b) Public Meeting Update – Road Trails By-law D24-380
 - c) Road Trails By-law Second Reading D24-363
 - d) Wastewater Facility D24-381
 - e) Draft ARO Policy D24-373
 - 8) Committee Reports:
 - a) Western County Regional Library Annual Report D24-382
 - b) Accessibility Coordinator Report re: Municipal Guidelines D24-383
 - 9) Staff Reports:
 - a) CAO Update
 - b) Election Update D24-384
 - c) By-law Officer Report – June D24-385
 - d) SVFD Report – June D24-386
 - e) Building Inspector Report - June D24-387
 - 10) New Business:

11) Upcoming Meetings/Events:

- a) Dock Street Days, July 19-20th, 2024. **
- b) Car Show, Sunday, July 21st, 2024, 10am-2pm, Water Street. **
- c) Shelburne Street Dance, Saturday, August 3rd, 2024, 9pm-1am, Water Street. **
- d) Shelburne County Exhibition, Exhibition Grounds, August 6-9th, 2024. **
- e) Journey to Birchtown, August 10-11th, 2024.
- f) Office Relocation, August 19-23, 2024, please note OFFICE WILL BE CLOSED during this time.
- g) Don't forget to check out the musical talent on Thursday nights at the Guild Hall, 7pm.
- h) Next Town Council Meeting, Tuesday, September 3rd, 2024, 6pm, Location TBD.

**Please be aware of Street Closures for these events.

12) Adjournment



Town of Shelburne
Minutes of the Regular Council Meeting
July 2nd, 2024

Council Members Present

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

Staff Present

Chief Administrator Officer, Sarah Mattatall
Deputy CAO, Ken Smith
By-law Officer, Dana Nash

Call to Order

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

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 history, contributions, and legacies of the African Nova Scotian people and communities.

Approval of the Agenda

THAT Council approves the agenda for July 2nd, 2024, with the addition of In-Camera MGA 22 (2) (e) – contract negotiations.

Acker-Ringer

CARRIED

Approval of the Minutes

THAT Council approves the minutes from the regular Town Council Meeting held on June 17th, 2024.

Davis-Nickerson

CARRIED

Proclamations and Announcements:

a) Volunteer of the Month - July

Councillor Ringer Read: Sarah Albert is being recognized as the Volunteer of the Month for July for her hard work and dedication to our community.

Sarah holds an executive position on the Shelburne County Arena Board, where her leadership and commitment are invaluable. Her passion for serving others extends far beyond the boardroom. Sarah

volunteers her time and culinary talents to cook for all the free community meals held in both Shelburne and Sable River, ensuring that everyone in the community can enjoy a warm, nutritious meal. Additionally, she cooks at the local exhibition canteen to support fundraising initiatives for the Arena.

In addition to her work with community meals, Sarah has organized ball tournaments to support community members who have been laid off due to illness. These events not only provide financial assistance but also foster a sense of unity and support among residents.

As a past board member of the Shelburne County Minor Hockey Association, Sarah has a long history of supporting youth sports. She has been instrumental in helping local minor ball teams fundraise for uniforms, ensuring that young athletes have the necessary equipment to participate and thrive.

On Tuesday nights, Sarah can be found helping with bingo, bringing joy and excitement to many community members.

Congratulations, Sarah, on being our Volunteer of the Month! Your hard work, generosity, and community spirit are truly inspiring. For all that Sarah has done and continues to do for this community, the Town of Shelburne Council recognizes her as the Volunteer of the Month for July.

Thank you, Sarah!

Delegations/Presentations: Presentation from Aaron Long, AREA – Solar Program

MGA 22 (2)e – Contract Negotiations

It was moved that Council go In Camera at 6:04pm

Acker-Davis

CARRIED

Council came out of Camera at 7pm. No motions came out of in-camera.

Councillor Acker then left the Council meeting.

Correspondence

Action:

a) **Letter from Robert Burns Snow regarding Property Identification.**

THAT Council direct staff to investigate and contact Mr. Snow.

Nickerson-Davis

CARRIED

M24-234

Information:

b) **Letter to the Honourable Michelle Thompson regarding Healthcare Services Analysis**

c) **Western Counties Regional Library Report**

These items were for information only.

- d) Letter from Municipality of the District of Shelburne regarding Canada Community Building Fund
THAT Council authorize the Mayor to write a letter of support.

Ringer-Davis

CARRIED

M24-235

Council Items:

- a) Sewer Charges By-law Second Reading

Mayor Locke reiterated that this was a new charge for new development, this does not affect present users.

THAT Council approve the second reading of the Sewer Charges By-law amendments.

Nickerson-Davis

CARRIED

M24-236

Committee Reports:

- a) Port Committee Meeting Minutes – March 14th, 2024

- b) Western Counties Regional Library Board Meeting Minutes – March 21st, 2024

Items for information only.

Staff Reports

- a) CAO Update

CAO Mattatall updated Council on several items. She told Council we hired one summer staff for Public Works, it's a 13-week program and they start on July 8, 2024. We also hired a part time Public Works Staff – Dana Nash, he will begin next week with public works as well. CAO Mattatall gave Council an update on the relocation of the Town office. She told them that we will be closed to the public the week of Aug 19-23, 2024, as we move and get the new office set-up, planning to reopen on August 26, 2024. The elevator is almost done, accessible doors going in and new flooring and some paint should all be wrapped up in the next few weeks. She then explained that she has been in contact with NS Housing regarding affordable housing and they are working through a sale and purchase agreements now. Heritage Hall located at 28 John Streets are a bit behind schedule as they were waiting on contractors' bids, they are looking at an anticipated opening date of May 2025 for occupancy. CAO Mattatall then turned the floor over to Public Works Supervisor Will Butler. Mr. Butler updated Council on infrastructure regarding the sewer lines. He said testing on main lines has begun to determine the size and capacity of the line being used. He also said they have hired a company to assist the Town in qualifying water flows and points of infiltration into our system resulting in overflows and excessive demand on our pumps and plant.

- b) Election Update

Deputy CAO Ken Smith explained to Council that we had spoken about using the provincial list of electors back in November however we never had a formal motion made, so that is what we are doing tonight.

THAT Council approve the Returning Officer's recommendation to use the provincial list of electors to produce a preliminary list of electors.

Nickerson-Ringer

CARRIED

M24- 237

c) Draft ARO Policy

Deputy CAO Ken Smith wanted to explain this is something staff have been working on, wanted to give you the draft policy and that we will be addressing this at the next Council meeting.

THAT Council give notice to consider the draft ARO policy at the July 15th, 2024 Council meeting.

Davis-Nickerson

CARRIED

M24-238

d) OHV Road Trail Regulations

By-Law Officer Dana Nash explained that the details of the proposed by-law were included in the Council package for both Council members and the public. This information outlines what to expect from the proposed by-law and will be discussed at the public meeting on July 8th, 2024.

e) Water Diversion Officer Report

The above reports were reviewed for information only.

In Camera: MGA 22 (2) (E) – Contract Negotiations

THAT Council went in camera at 7:17pm.

Davis-Ringer

CARRIED

Council came out of in camera at 7:43pm.

Coming out of in camera Council would like to ask staff to talk to the Municipality of the District of Shelburne as well as the Town of Lockeport regarding the RMRF site in West Green Harbour.

New Business:

Mayor Locke read new business that Councillor Acker wanted to mention. She wanted to let Council know that she attended the graduation ceremony at Shelburne Regional High School on June 27th and was able to present the Town of Shelburne Bursary to Denver Tran who was the recipient of many awards and is moving on to study at Dalhousie University in the Fall.

She also mentioned that she attended an event on June 28th where Martin Fudge was awarded the James McGregor Stewart Award. If you see Martin around, please congratulate him on being a Sobeys employee for 32 years.

The Shelburne County Special Olympic Floor Hockey team that won gold this year have been recognized as the 2024 Special Olympic Team of the Year.

Congratulations to Shelburne Cold Storage business which is owned and operated by Calvin Williams and Brian O'Connor on being selected as the NS Business of the year by the Atlantic Association of CBDC.

Congratulations to Anne Perry who for the 3rd year in a row organized Push for your Tush run for Colorectal Cancer, raising over \$24,000 which is the 4th highest in the country.

Councillor Acker encourages everyone to get up to Welkum Park as it is very impressive now that it is

completely accessible. And lastly, thank you to Lorrin Hesse a town resident and jewelry maker, designed earrings which she sold and donated 50% of her profits (\$1300) to the Shelburne Volunteer Fire Department in recognition of their efforts during the wildfires last year.

Councillor Ringer wanted a notice of motion for the next Council meeting regarding the wastewater plant and odors that are occurring there. He noted this has been a recurring issue each summer and staff are working hard to solve it but would like further discussion.

Councillor Nickerson said that a while ago we wrote a letter to the Department of Highways regarding the speed limit at the 103 intersections. He said we need to reach out again as he witnesses daily how bad this is. Mayor Locke said that we can ask staff to investigate further and maybe with the potential new development coming creating more traffic they will reconsider.

Mayor Locke wanted to send condolences to the family of Marie Harris Penny as she was a valued part of the Town of Shelburne and will be sadly missed.

Upcoming Meetings/Events

- a) Public Hearing, Roads Trail By-law, July 4th, 2024, 6pm, Shelburne Community Centre, Mt. Rm. A.
- b) Next Town Council Meeting, Monday, July 15th, 2024, 6pm, Town Council Chambers.
- c) Check out the Shelburne Events Committee Facebook page for a list of upcoming attractions for Dock Street Days, July 19-20, 2024.

Adjournment

THAT the Regular Town Council Meeting of July 2nd, 2024, be adjourned at 7:49pm.

Davis



Document # D24-376	
Rec'd by JW	
Date July 21/24	
COPIES TO:	
Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>

June 25,2024

Re: Request for Funding for Shelburne County Business Awards 2024

The Shelburne and Area & Barrington & Area Chamber of Commerce will once again host the Shelburne County Business Awards in October 2024. Last year's event was the first time back since 2017 and was a huge success in honoring the business community of Shelburne County.

This event is supported by funding partners, volunteers, Municipal Units and staff, of which your contribution of \$500.00 last year was appreciated. This year we are asking our funding partners for a contribution of \$1000.00. The money goes towards the prizes, venue and theme preparation to mention a few. This year we are much more prepared and will be rolling out the nomination forms in early September with the event planned for Small Business week in October.

When talking to Sarah regarding our previous request letter that was sent , I was told to resubmit our request. As you know, there are many within the community that volunteer diligently to ensure the process runs smoothly, the best of the best are highlighted and that recipients are proudly acknowledged in a quality way.

Thank you for your consideration.

Charlene Harris
Acting President SACC

Jill Webb

From: Sarah Mattatall
Sent: June 25, 2024 1:51 PM
To: Jill Webb
Subject: FW: Grants to Organizations

Document # D24-317	
Rec'd by JW	
Date June 25/24	
COPIES TO:	
Council	✓
Agenda	✓
Committee	

-----Original Message-----

From: Allan Mountford <allanmountford2@gmail.com>
Sent: Monday, June 24, 2024 12:50 PM
To: Sarah Mattatall <Sarah.Mattatall@shelburnens.ca>
Cc: Kyle Bower <president@shelburnecurlingcentre.ca>
Subject: Grants to Organizations

CAUTION: This email originated from an external sender.

Greetings Sarah,

On behalf of the Shelburne Curling Centre, I would like to thank the Mayor, Council and staff for supporting us with a \$750 grant to help replace our chiller. It is a crucial component of our ice plant, and without it we could not operate. The generosity of the Town of Shelburne is greatly appreciated. Please extend our gratitude to the Mayor, the Council, and all staff who helped facilitate this grant.

Have a great summer,

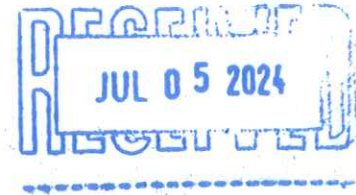
Allan

Allan Mountford, B.A., B.P.E., B.Ed., M.Ed.
Vice-President
Shelburne Curling Centre

Shelburne Regional High School



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



Principal: Jeff Rankin

Vice-Principal: Cheryl Steeves

July 3, 2024

Mayor Harold Locke
Town of Shelburne
Box 670
Shelburne, NS
B0T 1W0

Dear Mayor Locke:

On behalf of the students and staff of Shelburne Regional High School, I would like to sincerely thank you for providing the *Town of Shelburne Scholarship* for our graduates this year. The recipient for this 2023-24 year was *Denver Tran*.

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

Again, please accept our gratitude.

Sincerely,

Jeff Rankin
Principal

Document #	
D24-378	
Rec'd by	
JW	
Date	
Jul 5/24	
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Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>
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July 1, 2024

Dear Jill Webb,

Thank you for deciding to assist me with my education through the Town of Shelburne Scholarship. I have experienced invaluable teachings with my time in school, and with the help of this scholarship, I'm sure the same will be said for the future, as I prepare to enter university.

Currently, my plans are to pursue a 2-year engineering diploma at Saint Mary's University, followed by a 3-year study at a select university to make it a degree. I am currently looking at Windsor, so I can pursue my dream in Aerospace Engineering. Once I have graduated, I hope to contribute my best to society and help others in any way I can, like you have helped me, and perhaps I will inspire others later down the line. Most of all, I hope to give back to Shelburne then, for all it has done for me and my family.

Once again, I thank you for your contributions not just to me, but everyone else you have given awards to. We will make the best of it, and look back on our time in Shelburne as some of the best.

Sincerely,
Denver Tran



Document #	D24-379
Rec'd by	gw
Date	Jul 5/24
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Agenda	✓
Committee	



**TOWN OF SHELBURNE
ALTERNATIVE VOTING
BYLAW**

BYLAW

Document #	D24-370
Rec'd by	gw
Date	June 10 2024
COPIES TO:	
Council	✓
Agenda	✓
Committee	

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

1. SHORT TITLE

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

2. DEFINITIONS

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

BYLAW

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

3. ALTERNATIVE VOTING PERMITTED

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

4. NOTIFICATION OF ELECTORS

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

5. FORM OF TELEPHONE AND INTERNET BALLOTS

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

6. OATH

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

7. ELECTORS

1) No person shall vote by alternative voting unless:

a) the person's name appears on the Amended List of Electors on the date chosen by Council for the amended list of electors to be completed pursuant to section 38 of the *Act*; or

b) the person's name does not appear on the Amended List of Electors and:

i) the person appears before the Returning Officer during normal business hours during alternative polling days; and

ii) the person swears an oath in the form prescribed by the *Act*.

3) As per section 36 of the *Act*, a person may apply for an amendment to the Preliminary List of Electors by telephone after the first notice of the Preliminary List of Electors is given pursuant to section 34 of the *Act* and such amendments may be made by a Revising Officer, the Returning Officer, or the Assistant Returning Officer in accordance with subsection 3.

4) Notwithstanding subsection 36(2) of the *Act*, an application by telephone to be added to any list of electors shall be sufficiently detailed to allow the Revising Officer or Returning Officer to determine whether the information can be verified from other sources available to the Revising Officer or Returning Officer and, if the Revising Officer or Returning Officer determines that this is not possible, then the applicant shall be required to personally appear, at the location and time determined by the Revising Officer or Returning Officer, and make an application accompanied by a declaration under oath administered by the Revising Officer or the Returning Officer of the facts that support the application.

8. POLLING STATION FOR ALTERNATIVE VOTING

1) If Council decides that voting by a telephone or by a personal computing device are the only means of voting in an election, the Returning Officer shall establish at least one polling station for alternative voting and each polling station established shall be equipped with at least one device that is capable of casting either an internet ballot or telephone ballot.

2) The polling station for alternative voting shall be:

a) available for electors who are voting with friend voters and for any other electors; and

b) open on advance polling days and the ordinary polling day; and

c) on such other days and times as decided by the Returning Officer.

9. POLLING LOCATIONS FOR ALTERNATIVE VOTING

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

10. PROXY VOTING

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

11. FRIEND VOTING

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

12. SYSTEM ELECTIONS OFFICER

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

13. VOTING

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

14. SEAL

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

15. VOTER'S LIST

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

16. COUNTING

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

17. RECOUNT BY SYSTEM

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

18. RECOUNT BY JUDGE

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

19. SECRECY

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

20. OTHER METHODS OF VOTING

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

21. SEVERABILITY

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

22. PROHIBITIONS

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

23. OFFENCES & PENALTIES

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

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

24. REPEAL & SUPERSEDE

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

THIS IS TO CERTIFY that the By-Law of which the foregoing is a true copy and was duly passed at duly called meeting of the Council of the Town of Shelburne, held on the __ day of _____, 2024.

GIVEN under the hand of the Clerk and the corporate seal of the said Town this __ day of _____, 2024.

Mayor, Harold Locke

CAO, Sarah Mattatall



Town of Shelburne
Staff Report to Town Council
 Permitting OHV on Town Roadways
 July 4th, 2024

D24-380

Rec'd by *gw*

Date *July 12/24*

COPIES TO:

Council	✓
Agenda	✓
Committee	

Staff Report: July 4th, 2024, Public Meeting on Proposed Road Trail By-Law

Date: July 4th, 2024

Subject: Public Meeting on Proposed Road Trail By-Law

On July 4th, 2024, a public meeting was held to discuss the proposed Road Trail By-Law. The purpose of the meeting was to inform the public about the by-law and the proposed route. Attendees were provided with a list of regulations, a map of the route, and a question sheet for those who preferred not to speak publicly.

Key points discussed during the meeting included:

- Potential parking areas for trailering Off-Highway Vehicles (OHVs).
- Detailed explanation of the regulations in Bill 273, the Road Trail Act.
- Engagement with the public on any questions they had.

Three questions were asked:

1. **Speed Limit:** This is governed by the provincial regulations.
2. **Time of Use:** This also adheres to provincial regulations.
3. **By-Law Implementation:** If the council approves the proposed by-law, implementation will occur after proper signage is installed. Examples of the signage were provided during the meeting.

The meeting was positive and lasted 30 minutes, with approximately 40 people in attendance.

Following the meeting, two letters were received: one in support and one opposed. These letters are included at the end of the report.

Respectfully submitted,

Dana Nash, By-Law Officer
 Town of Shelburne

Question or concerns Please fill out below

Document #	D24-380
Rec'd by	[Signature]
Date	July 1st 04
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The SCATVA & WMTA
are very appreciative
of the Town considering
an OHV Road Trail
connecting trails across
the town and to its
services.

Sharon
Embree

08 July, 2024

Mr Dana Nash
By-Law Enforcement Officer
Town of Shelburne

Re: Road Trails Designation Bylaw (proposed)

Dear Mr Nash,

Document #	D24-380
Rec'd by	
Date	
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Further to our telephone conversation of this past Thursday (04 July) and my attendance at the Public Hearing that same evening, I write to express my/our concerns regarding the proposed bylaw as presented.

Firstly, as property owners whose property would be directly impacted by by this bylaw, we are, nothing short of offended that the proposal was drafted and made public with absolutely no direct consultation with properties and owners who would be immediately affected. Our properties are located directly on the proposed course and common courtesy should have dictated that direct consultation with all affected property owners should have, in our opinion, been a priority before such a proposal was released or made public.

Our primary concerns with the proposal relate to the two areas of safety and of impact on the affected properties and the residents affected.

From a safety perspective, we have several concerns that do not appear to have been either provided for or addressed. Firstly, going back to the time when the Falls Lane/ Ohio Road intersection was reconfigured, it was Council's stated objective that Exit 26 become the principal entry point to the Town and that the extra traffic resulting, in part, necessitated the changes undertaken, which included the relocation of egress to McGill's Point to its present location, in part, at least, for safety concerns. While there is no empirical evidence , to the best of my knowledge to detail traffic pattern increases at the intersection, observational belief and opinion would suggest that this intersection has seen a significant increase in usage since that point in time. From a personal perspective, the intersection is , I feel, often near or exceeding its capacity for safe operation and indeed, we often find entry to our property and to the road from our property, difficult and at times, bordering on unsafe. To add additional vehicular traffic, in the form of Off Highway Vehicles, seems an error as pressure on the intersection is only increasing.

The proposal would "require" that OHV ride on the right side of the lane with, presumably, as much of the craft as possible being within the "travel lane". To much of the town citizenry, these were presumed to be bicycle lanes, however, based on conversation last week, we find that they are not wide enough to be considered such from a legal perspective and are therefore, travel lanes. Given this restricted width, it would seem that virtually all of the potential users, in the form of OHVs, would quite noticeably, be protruding and riding within the traffic lanes for motor vehicles. For a specific example of where this would, to my mind, be of immediate demonstrable concern, I cite the issue entering Town down the Ohio Road where not only are you presented with heavy traffic patterns but also a raised sidewalk curb which drastically limits the ability to "squeeze" to the right. By way of reference, a typical side by side vehicle measures 64 inches (1.63 meters) which, I suggest, well exceeds the vast majority of traffic lane width capacities. To put this in even more perspective, a relatively small motor vehicle, such as a Honda Accord is less than 10 inches 23.6 Cm wider. Such a difference is relatively insignificant when dealing with passing or meeting traffic.

The notion that the passing of OHVs would be the same as we presently have with bicyclists, while noble, is, I feel not the same. Experience has been that most cyclists attempt to stay completely within the travel lane, if at all possible. As expressed previously, the physical size of the OHVs makes such effort impossible. Additionally, a cyclist is significantly less obtrusive into the street or highway, they are, simply put, not as wide and easier for vehicles to pass when opportunity presents.

Also of note, from a safety perspective, there are several residences, let alone businesses, where citizens regularly park their vehicles, along the street, often overnight. While these may be out of the "travel lane" they, nonetheless, provide another barrier or restriction on the width of the "travel lane" available for an OHV to use, further, I fear, resulting in the OHV operator feeling it necessary to creep further out into motor vehicle traffic. Additionally, and on a regular, recurring, daily basis, there are deliveries being made to businesses where the delivery vehicle is "parked" to the right side of the road, which would temporarily block OHV access to the travel lane.

The proposal, it is acknowledged, follows provincial legislation/guidelines, and for that, is commendable. That being stated, human nature being what it is, boundaries, and therefore bylaws will be pushed. The speed limit of 25 km/h was broached at the Public Meeting. A concern which was raised, both in our conversation with you and during the Public Meeting was that the discrepancy between motor vehicle speed limits (50 km/h) and the speed limit for OHV, would result in traffic congestion and driver frustration, both factors which lead to unsafe vehicle operation.

The proposal would also require any OHV using the proposed route to be trailered to a designated parking area, unloaded and then to enter the route. While such a belief that this "requirement" will actually be adhered to is noble, I would suggest that, from an actual operational perspective, it is merely a delusional platitude that will be completely disregarded by town citizenry. The effort of, for the sake of the argument, living on, say, Mowatt Street, putting you OHV on a trailer, driving it to either designated parking spot, unloading the OHV and perhaps retracing the road you just took to be

on the "Trail", will likely be replaced with the "non-legal" approach of riding "one block" on Transvaal, Victoria, John, Buckley, Digby, Harriet Streets or any of the other streets connecting. Human nature suggests that "a block or so" will be extended because the risks of being caught outweigh the inconvenience of compliance.

Of additional concern, hours of allowed operation, seemed to raise concerns with many in attendance at the meeting last week. The proposal, following provincial regulation dictates the times, yet many, I felt, thought that these should be amended or disregarded. To my mind, such a cavalier attitude does nothing to persuade me to think that such users would comply with any of the bylaw rules. Despite your presentation, which clearly stipulated that the rules as prescribed by the province were being proposed as a means to trying to facilitate the proposal, questions were indicative of people wanting, and willing to take, more liberties and latitude. Based on my personal observation, many of those raising the questions were, apparently, members of the local ATV operators association, the very ones who prescribe that they would abide by such provisions. Again, human nature. Questions of speed, necessary equipment, "what if I am late getting back?"; all matters which rather apparently demonstrate any regard for either the conditions of the proposal or for the indulgence which the Town might make with such a bylaw. Simply put, it was my distinct impression that the majority of the comments made were solely concerned with unfettered access and that the terms were not important.

The proposal would see the street access as being year round. Such a position creates additional safety issues in winter with road conditions, snow removal equipment, visibility of vehicles and other related concerns are increased and amplified. At present, there are several OHV that disregard the existing rules and the enactment of the proposal is only likely to extend and amplify these concerns.

Finally, under the area of safety, is the matter of enforcement. Matters such as speed, equipment, noise levels, operators and riders eligibility, licensure, inspections, insurance, would all fall upon either the RCMP or DNR. While I have tremendous respect for both these units, both are woefully under capacity to deal with any additional requirements which this proposal would put upon them. From personal experience with both units, response time to complaints/queries made have, more often than not, been the day following. This has been because resources have been stretched to the point where that becomes the best available. As a citizen of the Town, it would seem that my recourse to best ensure compliance might be the installation of surveillance cameras and reporting that evidence to the appropriate authorities. This seems rather onerous on the private and individual citizen to assist in trying to achieve any measurable degree of compliance.

Apart from safety, we have concerns as to the impacts on affected properties. As mentioned earlier, access to and from our property is a constant issue, one which will only be made more complicated by additional traffic of OHVs. The notion that the only potential users will be those touring through is, in my opinion, misplaced. Most of the traffic will, in my opinion be local and just going for a ride, not touring.

Noise level, all along the proposed route, is always a concern. As property owners and town residents, we should be permitted quiet enjoyment of our properties without having to be concerned with elevated noise levels transiting past our properties, and most certainly, not at any time of day which somebody feels like it. Such disregard for the citizenry, borders on untenable. The truth is, even without such a bylaw in place, OHVs are travelling on our streets throughout the night. In recent conversation, one resident said to me, "Its ridiculous! I lie in bed and hear them coming. I listen for a crash, and if I don't hear one, I go back to sleep. What else can you do? " Unfortunately, such resignation does not make it right.

As a taxpayer, the proposal also raises some potential fiscal concerns. The addition costs of creating and maintaining parking facilities, the costs of additional signage, the costs associated with pavement marking necessary, the costs associated with additional wear and tear, and therefore repairs to the shoulders and medians. Next to the motor vehicle lane which these craft are supposed to use, travelling closer to the edge will accelerate the "break down" of the edging creating unintended repairs to be necessitated and costs borne by the Town's taxpayers.

During our conversation, you advised that among the reasons that this proposal was being raised at this point, were, and in no particular order, the desire that the Town of Shelburne not be the last municipal area to "get on board", (presumably for a province wide trail system), connectivity and to try to promote tourism. These are all commendable objectives. Additionally, this was stated to be a "Pilot " project.

A pilot project is, by definition, "a small scale implementation that is used to prove the viability of a project idea". They are tests or trials, but which necessarily must have a defined term, a means of measuring results, assessment of quantifiable benefits, evaluation of intangible impacts, set and predetermined objectives, a means to impartially review results and the ability, should the project not meet expected results, to either discontinue or, at very least, suspend it. At this point, none of these has been stated, provided for or documented. Caution, on any level would dictate that these must be in place before any such "Pilot Project" commence. Without such, there is no option to be able to measure whether such a change is beneficial in any substantive way.

The matter of connectivity is positive, however, given the existing and continuous physical barricades and disconnects which presently exist and will be present for extended times, this objective seems rather unattainable in any significant manner. As I am to understand, the trail system outside Town limits extends only as far as Jordan Falls trestle to the east and no further than Clyde River to the west of town limits. While the Town represents a middle area, such enactment of the proposal does not, in my opinion, justify the potential negative issues with such.

The notion of a province wide system of trails is commendable, but should not happen at a cost to citizenry which has negative impact on residents. The proposed route is, simply put, excessive in

length and invasive in nature. The proposal to go up and down the Ohio Road does nothing to improve (presently) connectivity. It is a road to nowhere as it connects to no other trail.

If, the objective is connectivity, the extension of the trail from the King Street intersection south along Water Street to the Wharf area, is nothing better than redundant. If vehicles are already transporting OHV to a parking area, such a location and a route extension is completely unnecessary.

Given the limited distance that an OHV can travel, a significant increase in tourism benefits would seem, to my mind, optimistic beyond a reasonable level. The target user is travelling through as part of an extended journey, not traversing from Clyde River to Jordan Falls. Again, no measurable qualifications have been determined, nor has a timeframe. Until such time as a continuous trail system which addresses such issues as Jordan trestle, Clyde River crossing, Summerville beach (to name three large present impediments to attracting the desired user) is in place and implemented, then the current proposal to the Town of Shelburne Bylaw is, at best, premature. Perhaps, the time which will be necessary to address those matters should be used to develop a less invasive route.

If, in fact, economic growth and tourism development are top concerns, one suggestion to address some concerns might be to have any trail which impacts on the town citizenry and properties have a restricted season, for example a period of the year when The Islands Park is open. This would seem to correspond with the target users most likely catchment period while being definable, in advance and reducing some of the safety issues (particularly winter concerns mentioned earlier).

Additionally, while I personally would like to see a provincial wide trail system similar to each Newfoundland and New Brunswick presently have, I strongly disagree with the proposal on the grounds of safety and negative impact on the current property owners. While it was my sense from the meeting the other night that the comments were for such a bylaw change, it was also my observation that the majority of those in attendance were not residents of the Town and most certainly not property owners who would be affected. Such a bylaw change represents, based on that assessment, a significant indulgence by the Town which, necessarily, must have immediate and long term measurable benefits which outweigh the costs. Economically, there are, in my opinion, minimal benefits. Quality of life for town residents will not improve as a result of this proposal.

Thank you for the opportunity to address these concerns with your office. Should you or any other responsible official wish to discuss matters raised herein, I will be more than willing to discuss further

Yours truly,



Robert G Redding

5 Falls Lane

WHEREAS the *Road Trails Act, SNS 2023, c.4* permits the Town of Shelburne by By-Law to designate a highway or part of a highway as a road trail.

Short Title

1. This By-Law shall be cited as the "*Road Trails Designation By-Law*".

Definition

2. In this By-Law:

- (a) "**Highway**" means a public highway, street, lane, road, alley, park, beach, or place, including the bridges thereon and private property that is designated to be and is accessible to the general public for the operation of a motor vehicle; and
- (b) "**Road Trail**" means the shoulder and travelled portion of a highway designated under this By-Law but does not include a ditch.

Designation

3. The Town hereby designates approximate 208 meters of Spa road, King Street to corner of water, all of Water street, all of Falls Lane and Ohio road not beyond the highway 103 intersection as a Road Trail within the meaning of Section 5 of the *Road Trails Act*.

Document #	D24-363
Rec'd by	gaw
Date	May 28/24
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Council	✓
Agenda	✓
Committee	

Jill Webb

From: Sheldon Ringer
Sent: July 10, 2024 10:41 AM
To: Sarah Mattatall; Ken Smith; Jill Webb
Subject: Wastewater plant motion for upcoming Council meeting

I would like the motion to request one thing in addition to the engineering work to add additional usage by future developments. As this work, and operations improvements are currently ongoing. Besides all that is currently being tried to reduce odour from the plant. I want Council to direct staff to research for a Provincialy approved chemical additive that may work with the wastewater plant. To purchase this additive and see the results this summer.

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D24-387	
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TOWN OF SHELBURNE
Asset Retirement Obligation Policy

Document #	
D24-373	
Rec'd by	
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Date	
June 25/24	
COPIES TO:	
Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>
	<input type="checkbox"/>

Intent

The purpose of this Policy is to identify the accounting treatment for Asset Retirement Obligations (ARO) to comply with the Public Sector Accounting Board (PSAB) Section 3280, as well as inform Council and the users of the end-of-life asset obligations.

Scope

All full-time and part-time Town employees, who manage Town assets shall fall within the scope of this policy and must adhere to the policy statement contained within this document.

Definitions

- "Accretion Expenses" means the increase in the carrying amount of a liability for asset retirement obligations due to the passage of time.
- "Asset Retirement Activities" means all activities related to an asset retirement obligation. These may include, but are not limited to:
 - decommissioning or dismantling a tangible capital asset that was acquired;
 - constructed, developed or leased;
 - remediation of contamination of a tangible capital asset created by its normal use;
 - post-retirement activities such as monitoring; and
 - constructing other tangible capital assets to perform post-retirement activities.
- "Asset Retirement Cost" means the estimated amount required to retire a tangible capital asset.
- "Asset Retirement Obligation" means the legal obligation associated with the retirement of a tangible capital asset.
- "Retirement of Asset" means the permanent removal of tangible capital asset from service. This term encompasses sale, abandonment or disposal in some other manner but not its temporary idling.
- "Tangible Capital Assets" means non-financial assets having physical substance that:
 - are held for use in the production or supply of goods and services, for rental to other, for administrative purposes or for the development, construction, maintenance or repair of other municipal tangible capital assets;
 - have useful economic lives extending beyond an accounting period;
 - are to be used on a continuing basis in the municipality's operations; and
 - are not for sale in the ordinary course of operations.

Policy Statement

The Town shall account for and report on Asset Retirement Obligations (ARO) in compliance with the Public Sector Accounting Board (PSAB) Handbook, Section 3280.

Recognition

- A liability should be recognized when, as at the financial report date:
 - There is a legal obligation to incur retirement costs in relation to a tangible capital asset;
 - The past transaction or event giving rise to the liability has occurred;
 - It is expected that future economic benefits will be given up; and
 - A reasonable estimate of the amount can be made.
- A liability for an asset retirement obligation cannot be recognized unless all of the criteria above are satisfied.
- The estimate of the liability would be based on requirements in existing agreements, contracts, legislation or legally enforceable obligations, and technology expected to be used in asset retirement activities.
- The estimate of a liability should include costs directly attributable to asset retirement activities. Costs would include post-retirement operation, maintenance and monitoring that are an integral part of the retirement of the tangible asset.
- Directly attributable costs would include, but are not limited to, payroll and benefits, equipment and facilities, materials, legal and other professional fees, and overhead costs directly attributable to the asset retirement activity.
- Upon initial recognition of a liability for an asset retirement obligation, the Town will recognize an asset retirement cost by increasing the carrying amount of the related tangible capital asset (or a component thereof) by the same amount as the liability. Where the obligation relates to an asset which is no longer in service, and no longer providing economic benefit, or to an item not recorded by the Town as an asset, the obligation is expensed upon recognition.
- The capitalization thresholds applicable to the different asset categories will also be applied to the asset retirement obligations to be recognized within each of those asset categories.

Subsequent Measurement

- The asset retirement costs will be allocated to accretion expense in a rational and systemic manner (straight-line method) over the useful life of a tangible capital asset or a component of the asset.
- On an annual basis, the existing asset retirement obligations will be assessed for any changes in expected cost, term to retirement or any changes that may impact the estimated obligation. In addition, any new obligations identified will also be assessed.

Presentation and Disclosure

- The liability for asset retirement obligations will be disclosed in the financial statements.

DRAFT

Annual Report

April 1, 2023 – March 31, 2024

Document #	D24-382
Rec'd by	ju
Date	June 26/24
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Committee	



West  **rn Counties**
Region  **al Libr**  **ry**

From Our Board



In 2023-2024, libraries continued to play a vital and central role in reflecting and serving local community needs, providing a safe, welcoming space for people of all ages, backgrounds, and interests.

During the pandemic, libraries adapted to meet the unique needs of their communities, providing essential healthcare resources and accessible services. Viral test kits still remain available in our communities because of libraries being a central and accessible point of community contact.

In the post-pandemic world, libraries came back stronger with the successful implementation of the SamePage, a partnership of eight regional libraries across Nova Scotia. The libraries work together to improve your library experience, providing an equal opportunity to connect to library resources for learning, discovery, and improved quality of life. SamePage provides more items to borrow, more resources to access, and major upgrades to the library catalogue.

Libraries returned to being a safe community space, meeting social needs for gathering and connection.

Current and future goals for Western Counties Regional Library staff are a commitment to collaborate with the provincial government's Accessibility Directorate, with municipalities and post-secondary institutions, prioritizing accessibility and inclusivity.

A framework of inclusivity will be fostered through a culture of belonging, by creating an environment where everyone feels valued, respected and empowered to participate fully.

Our libraries will serve as important community hubs; committed to equity, diversity, and inclusion and leading the way towards a more accessible and inclusive society.

Into our future, as a valued anchoring community institution, libraries will continue to lead, mirroring the type of society we aspire to be.

Sherry Thorburn Irvine
Chair

From Our Executive Director

It is with great pleasure that we present our 2023-2024 Annual Report.

As you sift through the pages, you will see that our libraries are buzzing with activity.

Alongside our community partners, we've delivered over a thousand programs, including a series of technology support workshops for seniors and a spring income tax program for low-income earners.

The library loaned out over 238,000 books and other materials, an increase in loans over last year.

With the support of our stakeholders, partners and members, we continue to evolve to meet the needs of our communities.

We hope that you join us in celebrating all that is libraries: the people, the places and, among other things, the books.

Erin Comeau
Executive Director



Library as Space & Place

“Thank you, McKay Memorial Library for a very helpful and free tech support appointment this morning! My long-time Kobo question was answered!”

— Mimi Champagne, Shelburne

“I come to the library because I need to use the computer. It’s like a home away from home. I don’t know what I would do without a library in my life.”

— Weymouth library user



10,175
Active Members



195,582
Items Borrowed



106,850 In-Person
Visits
87,967 Virtual Visits

That’s 534 Visits Per Day



Download

42,515
Digital Loans

457,187 Digital loans and articles read



Library as Space & Place



Summer technology trainer Cameron Brown, right, helps Elizabeth Earl learn more about her laptop and its capabilities. The funding for the intern position was made possible through a partnership with @NS.

1,066

Children's & Adult Programs.*

Enjoyed by

8,722
People



* Includes passive programs

We help people connect digitally

Older adults in Barrington, Clare, Digby, Shelburne, Weymouth, and Yarmouth participated in basic technology skills workshops. They learned to use settings on their tablets and mobile devices and about ways to connect with services and community. They also received tips on Internet safety.



Virtual Care Technician Lacey d'Entremont, left, provides some one-on-one help registering for virtual health care with Nova Scotia Health through the Maple app in late June 2023. The library teamed up with Nova Scotia Health to help people learn about the new virtual health care services available to them.

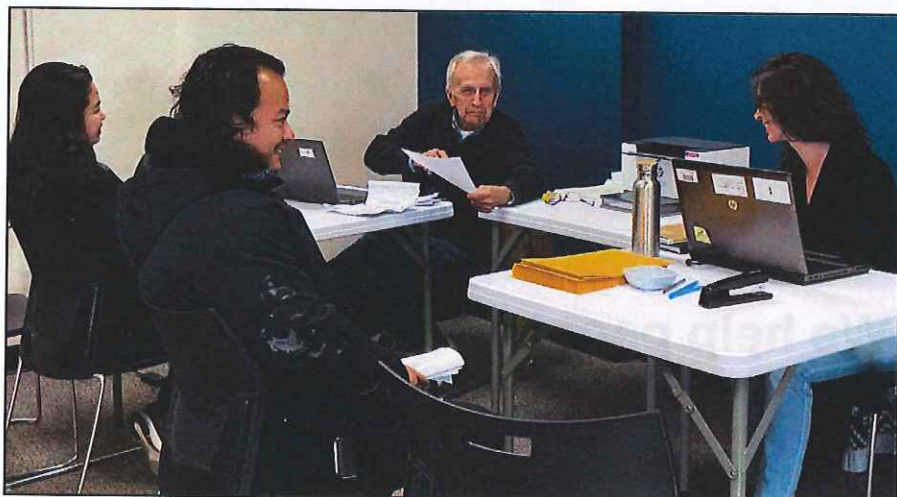
Library as Space & Place

We welcome everyone and share interactions that people have enjoyed over the year

Author readings, paint nights, science clubs, group meditation, art exhibits, LEGO clubs, puzzle exchanges and drop-ins, needle craft afternoons, book clubs, story times, travel and historical presentations.



Mahala Sears, upper right, developed a hands-on tablet training program for library branches in Barrington, Digby, Shelburne, Weymouth and Yarmouth.








People get their tax returns done at the Digby library in March. Thanks to a partnership with the Community Volunteer Income Tax Program, library branches in Digby, Shelburne and Yarmouth had volunteers available to help with tax returns for low-income earners.



Darrin White of the Office of the Information and Privacy Commissioner for Nova Scotia discusses online safety and fraud prevention in February at Yarmouth library.

Branches by the Numbers

Barrington

	1,028 Members
	332 Program Participants
	12,100 Visits
	17,384 Items Borrowed
	689 Computer Bookings
	7,903 Wireless Connection

Outreach & Book Deposits:

Bay Side Home
Home Away From Home Family Day Care
Ocean View Christian Academy



Youngsters learned how to build a log cabin with the kits provided by Skills Canada Nova Scotia at Barrington library in January.

Clark's Harbour

	229 Members
	43 Program Participants
	3,041 Visits
	2,653 Items Borrowed
	133 Computer Bookings
	3,886 Wireless Connections

Clare

	615 Members
	346 Program Participants
	8,888 Visits
	11,871 Items Borrowed
	762 Computer Bookings
	3,027 Wireless Connections

Outreach & Book Deposits:

École Stella-Maris
Foyer Celeste



People flocked to the Clare library to swap out and pick up craft supplies in January. Leftover items were given to local organizations.




Digby

	1,488 Members
	1,049 Program Participants
	11,988 Visits
	30,987 Items Borrowed
	781 Computer Bookings
	4,757 Wireless Connections

Outreach & Book Deposits:

Digby Preschool Co-Op

Lockeport

	310 Members
	574 Program Participants
	4,039 Visits
	8,963 Items Borrowed
	255 Computer Bookings
	3,490 Wireless Connections

Outreach & Book Deposits:

MacLeod Surf Lodge Nursing Home
The Fox and Hare Daycare



Lockeport library's weekly Scrabble Club provides an important chance for people to socialize while stimulating one's brain.



Shelburne library's Science Club offers a wide range of experiments and learning for young people.







Shelburne

	1,378 Members
	866 Program Participants
	11,995 Visits
	26,773 Items Borrowed
	760 Computer Bookings
	5,936 Wireless Connections

Outreach & Book Deposits:

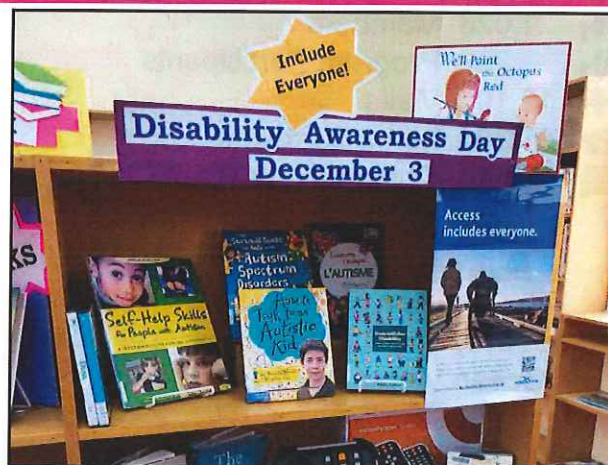
King Street Family Centre
Mary's Abide Awhile Home Limited
Roseway Manor Inc.

Pubnico

	248 Members
	11 Program Participants
	3,450 Visits
	4,609 Items Borrowed
	271 Computer Bookings
	2,132 Wireless Connections

Outreach & Book Deposits:

Nakile Home for Special Care




A display highlights International Day of People with Disabilities in December at the Pubnico library.



Sheila and Patricia share a laugh. The Westport library Fibre Group meets regularly to work on needlecrafts and socialize.







Westport

	109 Members
	143 Program Participants
	2,168 Visits
	2,749 Items Borrowed
	22 Computer Bookings
	1,867 Wireless Connections

Outreach & Book Deposits:

School Street Market in Freeport

Weymouth

	749 Members
	367 Program Participants
	7,830 Visits
	11,586 Items Borrowed
	517 Computer Bookings
	5,359 Wireless Connections
<u>Outreach & Book Deposits:</u>	
Maison Jerome	
Weymouth Consolidated School	









Weymouth library offers display and exhibit space each month for local artists and artisans such as this quilt exhibit by Cindy Cromwell in January 2024.



Families enjoyed taking advantage of the summer Discovery Centre tour to dabble in some fun science experiments and games.

Yarmouth

	3,913 Members
	2,151 Program Participants
	41,351 Visits
	72,907 Items Borrowed
	4,071 Computer Bookings
	11,971 Wireless Connections
<u>Outreach & Book Deposits:</u>	
11 local seniors residences	



Partnerships help strengthen library programs and community ties. A weekly story time at the Yarmouth library is led by staff from Parents' Place Family Resource Centre.



Library technology trainer Cameron Brown, centre, helps Ron Doucette with the library's Sphero Bolt robots while Emilda Doucette looks on at the Western Nova Scotia Exhibition in August 2023.

Making a Difference

Deliveries to residences make a difference

A library delivery of books and movies to a seniors residence provides access to things that would be out of reach for some of its tenants.

"The service is good," says Calvin Fenton, who lives at The Willows in Yarmouth. Library clerks visit The Willows on the first Wednesday of every month.

Almost all library branches do deliveries to various seniors residences in the Tri-Counties. Yarmouth library staff do four days of deliveries a month to eight seniors residences.

Fenton did not know that people could borrow movies from the library. Another resident, Donald Smith, told him about it.

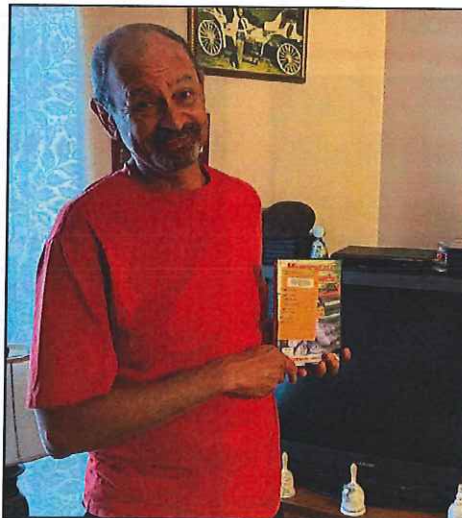
"I never thought of libraries for movies, just books," Fenton says.

Two years ago, Smith was in the common area at The Willows when a library clerk told him he could borrow movies and television shows from the library with a free library card.

"I don't have cable," Fenton says, adding that there are no video-rental places anymore and he can't afford to buy a lot of DVDs. "To me, that's a waste of money."

Although the library delivers, Fenton and Smith walk to the library to pick up their shows most of the time.

Without a computer, they



Calvin Fenton holds a movie he borrowed from the library. He discovered the library had movies because of a visit by Yarmouth library clerks to his residence.

rely on the library clerks to help them find the movies and television series they want to watch if it is not available on the shelves.

Because Fenton is unable to browse the library's online catalogue from home, he also creates a list from the previews on the items he borrows.

Both Fenton and Smith would like to see a greater selection at the library, but are grateful the library is there for them.

"They (library clerks) all take care of me," Fenton says. "The library is a good thing for people who can't afford (to buy movies and books)."

Like Fenton, Smith doesn't have cable but does have a

DVD player.

"Can't afford (cable)," he says. "I get movies and box sets and that helps me out a lot."

"I had problems sleeping at night," he says. "Then I throw on a movie, and I'm good."

He has been able to watch some of his favourite old TV shows, including **Matlock**.

"It was good to get a new library card, and, now, they know me and Calvin," he says.

Yarmouth library clerk Nick Cook finds people are very grateful for the service.

"To people who use it, it is absolutely essential to them," says Cook. "With no mobility, no car, no family, it can be very isolating. Without it, they have no access to reading for diversion, entertainment, and enrichment."



Donald Smith can't afford cable and says the library helps him out a lot.

Working with the Community

We work with community members and organizations to provide valuable programs and services. Here are some highlights:

- Volunteers from Canada Revenue Agency (CRA) Community Volunteer Income Tax Program helped older adults and low-income earners file their income taxes.
- The Kespu'kwitk Métis Council celebrated National Indigenous Peoples Day and shared indigenous cultures through, drumming, singing and fire-free smudging.
- Waste Check and Region 6 Solid Waste Management worked with the library to host community Halloween costume swaps in Digby, Shelburne and Yarmouth. The swap provided free shopping for those needing new costumes and diverted gently used costumes from the landfill.



Al Comeau of the Kespu'kwitk Métis Council demonstrates drumming and singing during National Indigenous Peoples Day on June 21.

- Community members in Clare participated in a craft supply swap and all leftover supplies was given to a local senior home.
- A representative from the Office of the Information and Privacy Commissioner for Nova Scotia led an information session on online safety and how to prevent scams and fraud in Yarmouth.
- Members of the Clean Energy and Equity Network delivered an information session about retrofits and energy efficiency in Shelburne, helping people discover how simple changes can save them money and reduce greenhouse gas emissions.
- Shelburne County Family Resource Centre, Barrington Municipal Recreation Department, and Parents Place (Yarmouth) delivered preschool story times and hosted community playgroups.
- SuperNOVA Dalhousie University led a week-long summer science camp in Shelburne.
- Sou'West Nova Transit provided free rides to and from library youth and family programs in Shelburne Counties.

Continued on next page

Working with the Community

- @ NS hired Cameron Brown as a technology trainer to provide one-on-one sessions for people who wanted to learn how to use their computers, tablets or mobile devices in Yarmouth.

- The library branches are a gathering place and an important service to newcomers to the region. Many newcomer families attend programs regularly, encouraging new friendships and a sense of belonging.

- People who need to fax government documents, such as rebates for seniors care and home heating, and legal documents such as custody agreements use the library fax machines.

- Local businesses send people to the library to set up an email address to access benefits such as an app to receive points and rewards. At least one local drug store sends people to the library to set up email so they can get email notifications and sign up for appointments.

- The library provides space and publicity for local artists to hold exhibitions of their artwork. The exhibits bring people to the library and raise awareness of the local talent in the community.

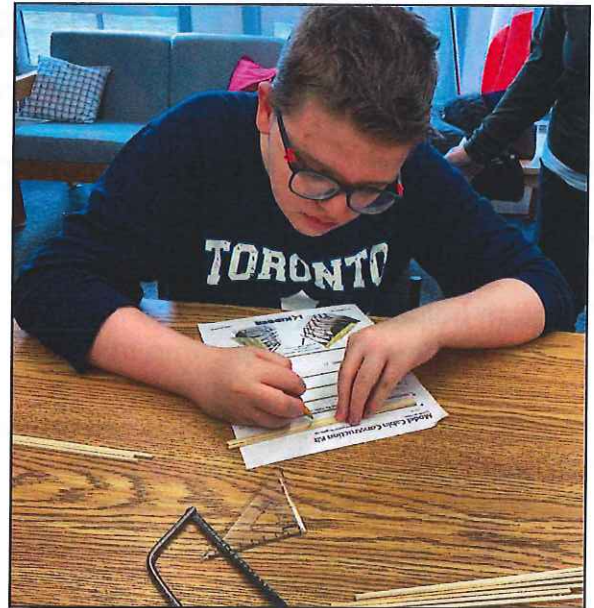
- The library continues to do outreach and book deposits to various schools, seniors residences and locations. As Calvin Fenton, a recipient of library outreach services said: "They (library clerks) all take care of me. The library is a good thing for people who can't afford (to buy movies and books)."

- The library is a valuable resource to homeschoolers. They receive all kinds of information and guidance on a wide range of resources from library clerks.

- There are adult children of parents in palliative care who borrow material from the library for their parents to provide them with comfort, entertainment and mental stimulation during a difficult time.

- The library acts as a social hub for older adults, attending regular programming such as Scrabble, board games, book clubs and knitting groups. Participants value the social interaction and challenges which are important for mental health and maintaining cognitive function.

- The library continued to work with Nova Scotia Health to distribute COVID-19 rapid test kits and were drop-off sites for people to return their pulse oximeters to Nova Scotia Health. All library branches offer free menstrual products in the washrooms.



Skills Canada Nova Scotia provided kits so that children and youth could build their own log cabins, teaching them valuable skills.

Becoming More Accessible

Library Playaways rekindle love of reading

Barry Crowell has lost much of his vision through age-related macular degeneration (AMD), but he has gained a love of reading through Western Counties Regional Library's Playaways.

No longer able to pursue his art, read, write or drive, Crowell, 83, had friends suggest a visit to his local library in Shelburne.

"They said 'Why don't you go to the library and check out the audiobooks'," Crowell says.

He hadn't been to the library in years, but found the clerks at McKay Memorial Library extremely helpful, guiding him towards the library's Playaways, one of the newer additions to the library's collection.

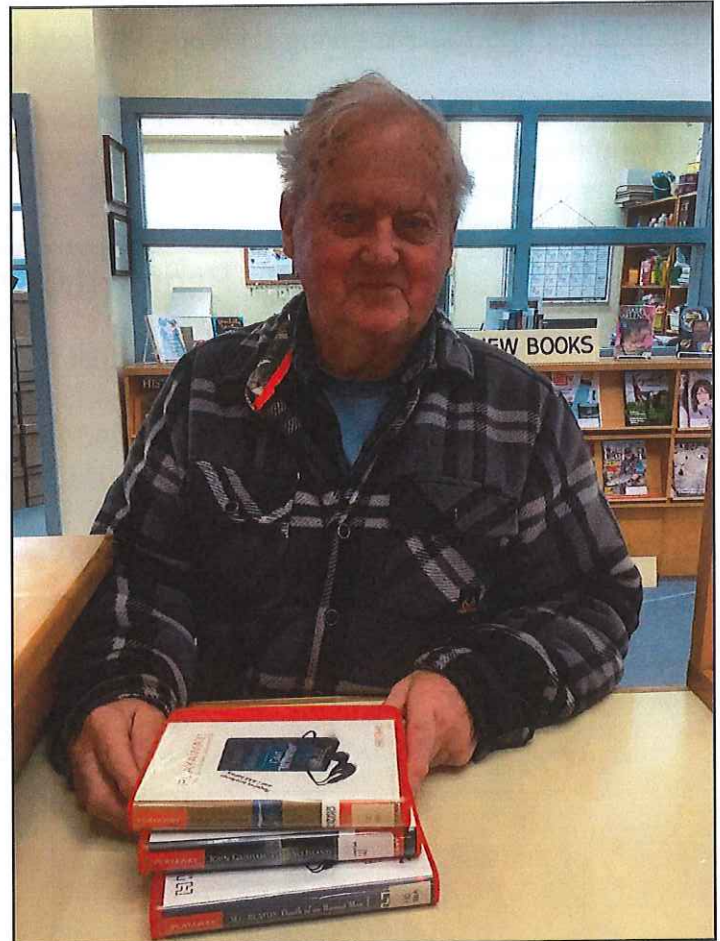
A Playaway is a pre-loaded audiobook that gives library users the portability and freedom to take audiobooks everywhere. They are similar in size to an iPod and do not need to be connected to the Internet or downloaded. Borrowers require their own headphones and suitable batteries.

"Playaways are very popular," says Lydia Hunsberger, Manager of Collections and Digital Services at the library.

Crowell has been borrowing Playaways for the past several months. Because he needs a drive to the library from his Gunning Cove home, he gets to the library every two weeks.

He says he makes lists of titles he is interested in and the clerks are great at tracking his lists and his interests to avoid repeats.

"They (library clerks) picked out books for me," he says. "The clerks are very helpful."



Barry Crowell picks up a stack of Playaways from McKay Memorial Library in Shelburne.

He says overall, the books he has borrowed, he has liked, but sometimes the accents used in the recordings can be challenging.

He would also like to see more of his favourites, older authors such as Louis L'Amour and Farley Mowat. He enjoys James Patterson, but at times, finds his stories can get "quite gruesome."

Regardless, his discovery of the library Playaways has rekindled his love of reading.

Library Support

Businesses continued to support the library's Summer Reading Club, providing prizes for the children's, teen and adult club.

Book sales and regular giving continued to help the library meet its annual fundraising goals.

Giving Tuesday on Nov. 28, 2023 is an annual push for people to give to charitable organizations following the Black Friday, Cyber Monday shopping events. The library received over \$1,100 in donations on that day.

Regional Library Finances

Expenditures	2022-2023		2023-2024		
	2022-2023	2023-2024	2022-2023	2023-2024	
Salaries and Benefits	\$1,303,094	\$1,462,493	Province of Nova Scotia	\$1,360,500	\$1,360,500
Library Materials	\$ 164,718	\$ 200,434	Municipalities	\$ 447,800	\$ 447,800
Other Expenses	\$ 452,069	\$ 415,156	Other Revenues	\$ 111,581	\$ 269,783
Total Expenditures	\$1,919,881	\$2,078,083	Total Revenues	\$1,919,881	\$2,078,083



Library branches such as McKay Memorial Library in Shelburne provide valuable meetings spaces for groups like the Nimble Thimble Quilt Group.



School children learn about the public library and its services during regular class visits to library branches. Pictured, two students from Carleton Consolidated Elementary School explore a book on astronomy during a visit in October 2023.



STAFF REPORT

To: Council
From: Michelle Vacon, Accessibility Coordinator
Date: July 9, 2024
Subject: **Accessibility Guidelines for Municipal Documents, Social Media and Websites**

Document #	D24-383
Rec'd by	<i>g.w.</i>
Date	July 9/24
COPIES TO:	
Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>
	<input type="checkbox"/>

Origin

The Accessibility Coordinator, Michelle Vacon, has created a document on current accessible information and communications best practices for relevant staff to refer to if they feel the need for guidance on these issues. This document could be referred to by relevant staff until provincial information and communications standards come out from the Accessibility Directorate, at which point it should be replaced by that.

The document is called "Accessibility Guidelines for Municipal Documents, Social Media and Websites."

This document:

- Is in line with what other Accessibility Coordinators have created for staff reference
- Uses the Accessibility Directorate as a source
- Was created because it is in The Eastern Shelburne County Accessibility Plans and in The Accessibility Coordinator job description to develop information and communication guidelines
- Was reviewed at an AMANS all day Digital Accessibility and Plain Language Workshop in May 2024 by the workshop facilitators from Access Changes Everything Inc. and SeaChange CoLab
- Has been approved of by the Eastern Shelburne County Accessibility Advisory Committee

These guidelines are not meant to be "rules" and are just to provide information, but need to be approved by Council so The Accessibility Coordinator can share them with and have conversations with relevant staff about them.

Recommendation

THAT Council of the Town of Shelburne approve "Accessibility Guidelines for Municipal Documents, Social Media and Websites" to be shared with relevant Town of Shelburne staff.

Attachments

Accessibility Guidelines for Municipal Documents, Social Media and Websites

Document #	
D24-383	
Rec'd by	
[Signature]	
Date	
July 9/24	
COPIES TO:	
Council	<input checked="" type="checkbox"/>
Agenda	<input checked="" type="checkbox"/>
Committee	<input type="checkbox"/>
to be	<input type="checkbox"/>

Accessibility Guidelines for Municipal Documents, Social Media and Websites

Note: These are not rules. They are current accessible information and communications best practices for relevant staff to refer to if they feel the need for guidance on these issues. This document could be referred to by relevant staff until provincial information and communications standards come out from the Accessibility Directorate, at which point it should be replaced by that.

Compiled by: Michelle Vacon, Regional Accessibility Coordinator, Eastern Shelburne County

Last updated: May 18, 2024

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Introduction to Accessible Communication

What is Accessible Communication?

Accessible communication is clear, easy to understand, and available in many formats so anyone can use it.

In a municipal context, accessible communication means more people can understand and access municipal information, goods, services, programs and more.

The 3 Core Skills of Accessible Communications

1) Plain language — Text, formatting, and design of things we write and say is easy to understand and use.

2) Digital accessibility — Technology makes information accessible to people with disabilities. Examples include screen readers, videos with closed captioning, and alt text.

3) Making information available in different ways — For example, information can be printed, posted online, and video recorded.

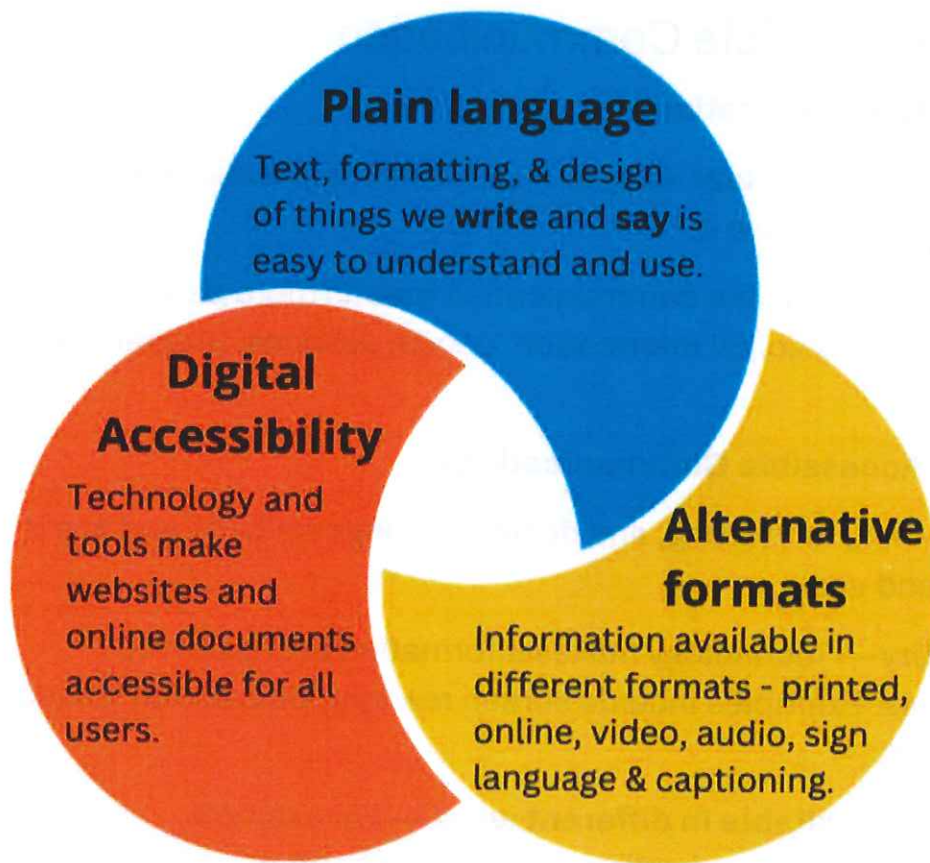


Image Credit: Erin Casey, SeaChange CoLab

Accessibility Guidelines

A note on Plain Language

Check out the “**Tip Sheet: Plain Language**” by Sea Change CoLab Inc. provided to you for more information on this important part of accessible communication.

Fonts and Text

Why is this important for accessibility?

Font and text legibility and readability is important, especially for persons with visual disabilities.

Fonts and Text Guidelines

- Use a standard, clear font (i.e. Calibri, Arial, Verdana, etc.) with easily recognizable upper and lower-case characters. Do not use overly decorative, cursive or stylized fonts. The more easily identifiable letters are, the easier they will be to read.

Example of accessible font type in an email signature:

Accessible: Josephine Smith

Not accessible: *Josephine Smith*

- Aim for 70% contrast between text and image, for legibility. It doesn't have to be black on white (although that's always good) but should have that contrast.
- Keep your text large, with a minimum font size of 12. Consider using this in emails and signatures as well.
- Consider your audience when using font size. Some audiences may do better with an even larger font, i.e. higher than 12 and up to a font size of 18.

The guideline is to keep text in documents with a minimum font of 12.

- Use **bold** and/or **increased font size** for emphasis, not CAPITALS, which screen-readers can't read.
- Restrict coloured text to titles, headings or highlighted material.
- Font style should be consistent throughout the document or graphic, wherever possible. Don't use more than 2 different fonts per document or graphic.
- Avoid large text blocks. Break up long passages into smaller sections with meaningful headings.

A note on Font Size in Email

To bump up your default font size in email to the recommended minimum size of 12 in Outlook, go to:

File > Options > Mail > Stationary

Text Alignment

Why is this important for accessibility?

Text alignment is important for the sake of users who have to magnify text to view it.

Text Alignment Guidelines

- In documents, keep all text and elements left-aligned instead of centred, even titles. Use **bold** or increased font size to highlight text instead.

Colour and Contrast

Why is this important for accessibility?

Not everyone can see colour, and legibility is important for everyone.

Colour and Contrast Guidelines

- Don't use colour only to communicate information. When using colour to communicate information, such as differentiating categories, add in use additional cues such as shapes, icons, or text labels.
- For colour guidelines as far as font goes, check out the "Fonts" section of this document.
- Use high contrast colours for text and background. For legibility, there should be a 70% contrast between the text and the background colour.

As stated in the "Font and Text" section of this document, it doesn't have to be black on white (although that's always good); but it should have contrast.

Links

Why is this important for accessibility?

How links appear can either create confusion or help people with accessibility issues to navigate information better.

Link Guidelines

- Reserve underlining for links only to avoid confusion.
- The link should not be defined by a colour change alone for those who cannot see colour.
- When you have a link, it's most important for link text to make sense without the surrounding sentences or content. The link text alone should convey the function and purpose of the link.
- Be descriptive and avoid link text like "Click Here," "More," and "Read More." These kinds of links can be confusing when a screen reader reads them out of context.
- The URL should be hidden or embedded, not spelled out (with the exception of on Facebook, which unfortunately doesn't allow you to embed non-Facebook links).

Note: Long links can be messy on Facebook and a screenreader will read the whole link to its user, which can be an accessibility issue.

Some use URL shorteners such as bitly to fix this problem on Facebook. If using bitly, it is important to know your links will not function after 30 days. There is not currently a perfect solution to the problem of long links on Facebook.

Emoji Use

Why is this important for accessibility?

Emojis can be an accessibility issue largely because of how screen-readers read them.

Emoji Guidelines



Use emojis moderately. 😞

Many people use emojis to highlight items in social media post, as they are visually appealing, (which is also important when creating social media posts!) It is fine to use them for this purpose, as long as you are aware that screen-reader reads each emoji, and you use common sense about that.

Because of this, it is generally suggested to use emojis no more than a few times in a social media post, and not to use emojis in place of bullet points when possible.

Example:

A fun post might contain something like this:

 Congratulations! 

A screen reader would read it out loud to the user like this:

“Party popper, Party popper, Party popper, Congratulations exclamation point, Party popper, Party popper, Party popper”

Hashtags

Why is this important for accessibility?

Hashtag use can be an issue largely because of how screen-readers read them.

Hashtags Guidelines

The one accessibility guideline for hashtags is to capitalize the first letter of each new word when using hashtags. This is called Camel Case.

The reason you want to do this is so that a screenreader can read it. If you don't use capitals in hashtags, a screenreader doesn't know that each word is

a new word and it won't be understandable for the person using the screenreader.

Example of an accessible hashtag:

Accessible: #AccessAwarenessWeek

Not accessible: #accessawarenessweeek

Document Structure and Headings

Why is this important for accessibility?

Headings are a powerful tool in creating accessible documents, especially if it's a long or complex document. Headings provide coded structure that allows readers to more easily navigate a document. Heading use is particularly important when readers are using adaptive technologies, e.g. screen readers, to navigate a document.

Headings can be created in Word, PDF and more, and make it easier for all users to find relevant content in a document.

Document Structure and Headings Guidelines in a Word document

- Use headings, not titles.
- To use a heading: When creating documents in Word, under the Home tab, use "Styles" and then "Headings:

Home > Styles > Heading(s)

- Heading titles should be clear and distinct.
- Headings should be hierarchical; if using multiple heading types, a level 1 heading should always come before a level 2 heading
- You can check your hierarchy to Clicking on the View tab and then on Navigation Pane. This is like a Table of Contents that helps readers find what they want easily:

View > Navigation Pane

- If you want to create a Hierarchy/Table of Contents everyone can view, click on:

References > Table of Contents > Then Click on The Table you want from the drop-down menu

Alt Text

Why is this important for accessibility?

Images and non-text elements can be used in a social media post or a document to convey meaning for sighted people. The use of a descriptive caption on images like alt-text is important so screen-readers can read them, and so images are described for those with slow internet connections. Otherwise, your images are unreadable to those people.

Images can also facilitate the ease of comprehension, for people suffering from dyslexia or for visual learners.

Alt Text Guidelines

- Generally, all images should be given alt-text for those using assistive devices, etc.
- Alt-text descriptions should be brief, no more than 125 characters.
- When using alt-text, do not type “Image of” or “Photograph of” in the alt-text box; that is already present, so if you type it in as alt-text, it will be read twice by a screenreader.
- **If your image is redundant**, i.e. it contains the same information as your text, you can simply put something in the alt-text like: “This graphic is described by the text directly below it.”

- **If your image is decorative** and contains no information that provides context to the text at all, you can not use alt-text and mark the image as “decorative” instead.

How to add Alt-Text to an Image in a Word document, PowerPoint presentation, etc.

- 1) In Microsoft, right-click on the image you want to add alt-text to.
- 2) Click View Alt Text. This box will appear:

Alt Text

How would you describe this object and its context to someone who is blind or low vision?

- The subject(s) in detail
- The setting
- The actions or interactions
- Other relevant information

(1-2 detailed sentences recommended)

A red and white sign with a wheelchair symbol

Description automatically generated

Approve alt text

Mark as decorative

- 3) An alt-text description may be automatically generated, but may not be accurate. Change the alt text to what you want.
- 4) Click the “approve alt text” box.

You would only click “mark as decorative” if your image is in fact decorative or provides no extra content to the text.

- 5) Save.

How to add Alt-text to an image on Facebook Desktop:

The steps for adding or editing alt text on social media vary over time as these platforms undergo changes.

If it's easier for you, you can use an **Image Description** instead of Alt-Text on social media posts.

Note: When using only one type of image caption, alt-text is generally preferred, but an exception is made for social media, due to challenges there.

Image Description Guidelines

- Image descriptions can be a bit more descriptive/longer than alt-text, up to around 280 characters
- If your image is redundant, i.e. it contains the same information as your text, you can simply put something in the Image Description like: "Image: Description: This graphic is described by the text directly below it."

Example of an Image Description in a Facebook post:

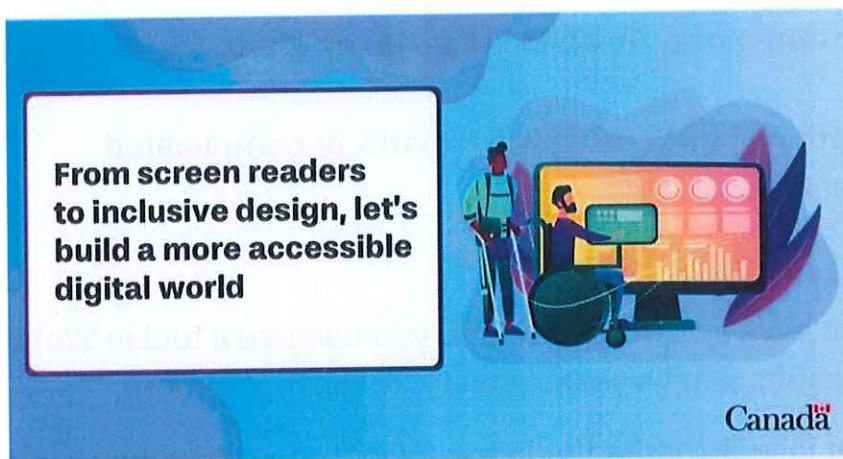
Canada **Accessible Canada** ✓
16h · 🌐

On Global Accessibility Awareness Day, let's shine a light on digital access and inclusion for persons with disabilities.

Did you know that under the Accessible Canada Act, we're developing new regulations to help remove digital technology barriers?

Learn more here: <https://ow.ly/O6bv50RIQVL>

Image description: From screen readers to inclusive design, let's build a more accessible digital world. A man in a wheelchair and a man with prosthetic leg using assistive technology.



How to add Alt-Text to a Website

The steps for adding or editing alt text on websites can vary. Contact the Accessibility Coordinator if you don't know how to use alt-text on the website.

Other image guidelines

Why is this important for accessibility?

Image legibility is important, especially for persons with visual disabilities.

Other Image Guidelines

- Do not overlay text on images, wherever possible.

Charts and graphs

Why is this important for accessibility?

This is important for screen-reader navigation purposes.

Charts and Graphs Guidelines

- For charts and graphs, ensure that a title as well as alt text is included.

Paper Finish for Brochures, Newsletters, etc.

Why is this important for accessibility?

To accommodate varying vision abilities, it's important to choose printing surface and paper finish that minimize glare, especially for text-heavy documents.

Paper Finish Guidelines

- Use a matte or non-glossy finish to cut down on glare.
- Reduce distractions by not using watermarks or complicated background designs.

A note on Saving Documents

As you're preparing to save a Word document, you can use a tool in Word to check Accessibility Issues and fix as necessary. To do so, click on:

File > Info > Check for issues (under the Inspect Document heading) > Check accessibility

This is not a perfect tool. It won't check for everything, and will make some unnecessary suggestions, but can still be useful when you are learning.

Alternate Formats

Why is this important for accessibility?

Making information available in different ways is important for accessibility.

Because of this, is in the Eastern Shelburne County Accessibility Plan to “provide key municipal communications in accessible formats promptly and at no cost to users.”

Alternate Format Guidelines

When possible, make sure to advertise things:

- Digitally
- In print

Alternate Format: Forms and Surveys

Forms and surveys should be saved and available in:

- Fillable digital format such as Microsoft Forms. PDF forms are not accessible because the coding doesn't work well with screenreaders; HTML is better.
- Digital format that can be printed off from home as a physical copy to fill out.
- In print form to be picked up from the Municipal/Town office. Make sure to advertise this on social media, etc.

Alternate Format: Large Print Versions

- Something else to consider for any PDFs posted to municipal webpages might be saving a regular PDF version and a Large Print accessible PDF version of documents. [The NS government does this through the Accessibility Directorate.](#)

Alternate Format: Other

If someone asks for a different alternate format and you don't know how to fulfill the request, please reach out to the Accessibility Coordinator.

Document Accessibility Checklist

Plain Language

- Write in Plain Language, i.e. at a grade 6-8 reading level (Check out the “Plain Language Primer” for an in-depth Plain Language Checklist)

Fonts and Text

- Use a standard, clear, non-decorative font such as Calibri, Arial, Verdana, etc.
- Aim for there to be approximately 70% contrast between text and background
- Keep text large, with a minimum font size of 12
- Use **bold** and/or increased font size for emphasis, not capitals
- Use consistent font style throughout
- Avoid large text blocks

Text Alignment

- Keep all text and elements left-aligned

Colour and Contrast

- Don't use colour only to communicate information
- Again, have approximately 70% contrast between text and background

Links

- Reserve underlining for links only
- Links should not be defined by a colour change alone
- Use descriptive link text, so that it makes sense without surrounding sentences
- Avoid link text like “Click here,” “More,” and “Read more”
- URLs should be hidden, not spelled out (except on Facebook, where this isn't always an option)

Emojis

- Use emojis moderately

Hashtags

- Capitalize the first letter of each new word when using hashtags

Document Structure and Headings

- Use headings (not titles)
- Heading titles should be clear and distinct
- Headings should be hierarchical; if using multiple headings, a level 1 heading should always come before a level 2 heading

Alt-Text

- Generally, all images should be given alt-text
- Alt-text descriptions should be brief, no more than 125 characters
- Do not use “Image of” or “Photograph of” when using alt-text
- If your image is decorative, you can mark it is “decorative” instead of creating an alt-text description

Other Image Guidelines

- Do not overlay text on images

Charts and Graphs

- Make sure a title is used
- Make sure alt-text is included here too

Paper Finish for Brochures, Newsletters, etc.

- Use a matte or non-glossy finish
- Reduce distractions by not using watermarks or complicated backgrounds

Alternate Formats

- Advertise things digitally and in print
- Forms and surveys should be saved and available in: Fillable digital format such as Microsoft Forms, a format that can be printed off from home as a physical copy to fill out

When putting out digital forms and surveys, consider advertising the fact that they can also be picked up in print form from the Municipal/Town Office

Glossary of Terms

Alt-Text: A text-based description of visual details in an image written primarily for people who can't see images or other visual elements.

These people must have text alternatives (alt-text) that can be converted by software such as screenreaders into speech, etc. Screen-readers read alt-text aloud to users.

Alt text is also important if someone has a slow internet connection and an image will not load for them. If you've ever had an online image not load, and text shows up that describes what it is, that was alt-text.

Alt-text also shows up in SEO and can be important to bring traffic to your website, etc.

Alt-text is not visible to most people viewing a social media page or website.

Emojis: Emojis are digital pictures used widely throughout social media to express a range of objects and ideas. Screen-readers read them. 😊

Image Description: A text-based description of visual details in an image written primarily for people who can't see images or other visual elements.

An image description is similar to alt-text, except that image descriptions are written right in the body of your social media post, meaning they can be read by most people viewing a social media page or website, not just by screen-readers.

Screen-Reader: Screen readers are a type of technology that interprets and reads the words and other elements on a website or Facebook post out loud to the user, so that those with visual impairments (or those with different access needs) can understand them.

Sources

Casey, Erin. 2024. SeaChange CoLab. AMANS Regional Road Show: Plain Language Workshop.

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**Town of Shelburne
Staff Report to Council
Election 2024 Update
July 15, 2024**

Document #	D24-384
Rec'd by	gw
Date	July 12/24
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General Overview

This report is intended to seek Council's approval of a recommendation being made by the Returning Officer on a matter related to the 2024 Municipal and CSAP School Board Election.

Background

Section 38 C (1) of the Municipal Elections Act (MEA) notes that the Returning Officer must make a recommendation to Council as to a deadline date to complete the preliminary list, along with amendments.

Recommendation

That Council approve the Returning Officer's recommendation to set July 30, 2024 as the deadline date for completing the preliminary list of electors.

Respectfully submitted by,

Ken Smith, Deputy CAO and Returning Officer

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D24-385	
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Committee	
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July 9, 2024

Calls for Service (June 1 to June 30):

- 24-038. Service Request:** Received a complaint of improper disposal of sewer and or wastewater on Hasting Ln. Spoke with building inspector, no further action needed. **RESOLVED.**
- 24-039. Service Request:** Addressed a complaint of Dangerous and Unsightly property George Street. Spoke with property owner, was assured matter will be resolved, will check back at later date. **ONGOING.**
- 24-040. Service Request:** Responded to an issue that was raised by public works concerning rocks on Bulkley street used to mark property boundary. Spoke with property owner asked to move rocks siting potential hazard to motorists. **RESOLVED**
- 24-041. Service Request:** Investigated a report of a resident violating Land use By-Law with farm animals on Digby Street, not enough space. Spoke with resident, he is applying to the province to lease abandoned rail bed which would give the required SQ footage. **ONGOING**
- 24-042. Service Request:** Was notified by a resident of RV parked on Mowatt Street, investigated parking complaint left business card. RV was gone following day. **RESOLVED**
- 24-043. Service Request:** Responded to complaint made by public works concerning garbage at exit 26. Installed camera, will patrol more frequently. - **ONGOING**
- 24-044. Service Request:** Addressed a complaint of fence not in compliance with heritage land use by-law, inspected, concluded fence is in compliance. **RESOLVED.**
- 24-045. Service Request:** Investigated a complaint of illegal dumping in the parking lot located near Yacht club. Inspected location, will install camera. **ONGOING**
- 24-046. Service Request:** Addressed a complaint form a resident that a vendor did not have the proper permit. Investigation reveals no permit had been acquired, vendor came to office immediately, paid for and received proper permit. **RESOLVED**

Assignments:

- Working on the review of by-laws and Policies.
- Preparing Road Trails by-law for second reading for council consideration.
- Getting quotes for the installation of a foul ball net at the Albert Acker ball Field.
- Assisted MODS with questions on signs for Dock Street Days under Land Use By-Law.

Summary of Additional By-Law Officer Duties and Outcomes:

- Complaint 24-031, 24-032, 24-033, 24-036: **ONGOING.**
- Conducting more frequent inspections of the Yacht Club parking lot and Pine Grove Cemetery.
- Working on staff report for second reading of Road Trails by-law.
- Assisted in small IT tasks with support from G23 Technologies.
- Issued two vending permits.

Respectfully submitted,

Dana Nash



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

Document #	
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<i>[Signature]</i>	
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Agenda	✓
Committee	

Mayor, Councillors and CAO

This is the monthly activity report for your Fire Department for the month of June 2024.

Total number of calls for service: 7

Calls for service within the Town: 1

Calls for service in the Municipality of Shelburne protection area: 5

Calls for Mutual Aid to other Municipality of Shelburne Departments: 1

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

<u>CALLS FOR SERVICE BREAKDOWN</u>	<u>TOWN</u>	<u>MUNICIPALITY</u>
ALARM SOUNDING		
MEDICAL	1	1
MOTOR VEHICLE ACCIDENT		1 Mutual Aid
STRUCTURE		
CHIMNEY/FLUE		
VEHICLE FIRE		1
GRASS, BRUSH, FOREST		1
POWER LINES		2
FLOOD CONDITIONS		
BOATS/WATER RESCUE		
FUEL LEAK/SPILL		
COMMERCIAL /INDUSTRIAL ACCIDENT		

DARRELL LOCKE, FIRE CHIEF

shelburnefire@gmail.com

MIKE SHAND, PRESIDENT



Municipality of
Shelburne

Naturally Yours

Inspection Department

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

July 2, 2024

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

Dear Ms., Mattatall:

Re: Monthly Building Report

The following is the Building Inspection Report for the month of June, 2024.

Fiscal Year	2024/2025	2023/2024
Number of Permits Issued this Month	0	4
Number of Permits Issued to Date	8	7
Construction Value	\$ 0.00	\$ 520,000.00
Total Construction to Date	\$ 470,500.00	\$ 711,000.00

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Rec'd by	gw
Date	July 2/24
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Committee	<input type="checkbox"/>

Yours very truly,

Andrew Goreham, CRBO, CFI
Director of Inspection Services

/aad

Andrew Goreham, Manager of Inspection Services

andrew.goreham@municipalityofshelburne.ca