

**TOWN OF LOCKEPORT
COUNCIL MEETING
MONDAY, JANUARY 9, 2023 AT 6:00 P.M.
AGENDA**

1. Call to order

2. Silence Electronic Devices

3. Approval of Agenda

4. Approval of Minutes

- Regular Council Meeting Minutes December 12, 2022

5. Finance

- List of invoices already paid in the amount of \$303,207.21 (Page 1-2)
- Region 6 - 2023/2024 budget approval (Page 3-8)

6. Other Business

- Staff report - Re: C & D site (Page 9-10)
- Request from Chamber of Commerce - Re: Staffing (Page 11)

7. Council Reports

- Mayor Cory Nickerson
- Deputy-Mayor Dawn DeMings-Taylor
- Councillor Dayle Eshelby (Page 12)
- Councillor Kent Balish (Page 13)
- Councillor Mary Meagher (Page 14-17)
 - o Shelburne Mental Health and Wellness Association

8. Correspondence

9. Information Only

10. Date of next meeting

- January 23, 2023 at 1:00 p.m.

11. “In Camera”

12. Adjournment

LIST OF INVOICES ALREADY PAID TO BE PRESENTED AT THE COUNCIL MEETING OF JANUARY 9, 2023

| | | |
|--------------------------------------|--|------------|
| | RAISE AND PAVE AROUND CATCH BASIN (HALL AND PARADIS STREET), ADDITIONAL MILLING ON HALL ST., 300 MM CULVERT (PRODUCT ONLY) | 22,310.00 |
| ABERDEEN PAVING LTD. | NEW AT TRAIL CONSTRUCTION | 214,245.00 |
| ABERDEEN PAVING LTD. | SUBMERSIBLE PUMP | 551.94 |
| BATTLEFIELD QM | FIRE DEPARTMENT | 69.44 |
| BELL ALIANT | REC. OFFICE, FAX, KITCHEN, LIBRARY, SEWER, REC. CENTRE, EMO | 738.10 |
| BELL ALIANT | BEACH CENTRE | 103.36 |
| BELL ALIANT | OFFICE, ELEVATOR, UPSTAIRS OFFICE, EMO | 170.87 |
| BELL MOBILITY | STREETS AND RECREATION | 140.02 |
| CASSIBO, JILL | LUNCH FOR FIRST AID COURSE | 20.98 |
| CHETWYND, WAYNE REIMBURSEMENT | AED ADVANTAGE | 170.20 |
| CULLIGAN WATER | DRINKING WATER | 22.75 |
| FIRE DEPARTMENT | FIRE CALLS | 905.00 |
| HARDING, JUNE | LIFE INSURANCE | 18.00 |
| I.B.E.W. | UNION DUES | 329.80 |
| LESTER SWANSBURG ELECTRIC | LIGHTS IN BOTH BATHROOMS IN TOWN HALL | 373.75 |
| LOCKEPORT PHARMACHOICE | GIFT CARDS | 50.00 |
| LOCKEPORT PHARMACHOICE | VARIOUS ITEMS | 130.41 |
| LYDGATE LOCK STOCK AND BARREL | GIFT CARDS | 50.00 |
| LYDGATE LOCK STOCK AND BARREL | VARIOUS SUPPLIES | 346.54 |
| MANULIFE | LIFE INSURANCE | 2,694.48 |
| MARK A WILLIAMS EXCAVATING | 3 LOADS OF GRAVEL, 1 CULVERT, TRUCKING, REMOVING SEDIMENT | 5,238.25 |
| MBW COURIER | COURIER SERVICE | 105.66 |
| MEDICAL 1ST RESPONDERS | MEDICAL 1ST RESPONDERS CALLS | 3,065.00 |
| MORNEAU SHEPELL | HEALTH INSUREANCE | 828.00 |
| NOVA SCOTIA POWER | STREET LIGHTS, PLAYGROUND, TREATMENT PLANT | 2,819.48 |
| NOVA SCOTIA POWER | BOARDWALK | 117.42 |
| NOVA SCOTIA POWER | UV SYSTEM | 307.03 |
| NOVA SCOTIA UTILITY AND REVIEW BOARD | ADVERTISING FOR PUBLIC HEARING FOR NUMBER OF COUNCILLORS TO BE ELECTED | 454.25 |
| NOVA SCOTIA UTILITY AND REVIEW BOARD | ADVERTISING FOR PUBLIC HEARING FOR NUMBER OF COUNCILLORS TO BE ELECTED | 454.25 |
| PAYROLL | DEC. 3 - DEC. 16 | 14,098.85 |
| PAYROLL | DEC. 17- DEC. 30 | 14,240.22 |
| RBC VISA - MAYOR | VIDEO SUVVEILLANCE SIGNS | 62.07 |

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| | | |
|--|--|-------------------|
| RBC VISA - TOWN CLERK/TREASURER | I AM RESPONDING SUBSCRIPTION - FIRE DEPARTMENT, PAPER TOWELS, WIFI CONNECTOR FOR JILL'S OFFICE, VARIOUS SUPPLIES | 1,006.65 |
| REGION OF QUEENS MUNICIPALITY | GARBAGE AND RECYCLING | 4,961.05 |
| SCOTT, FRANCES | MILEAGE FOR NOVEMBER | 137.52 |
| SCOTT, FRANCES REIMBURSEMENT | CANADIAN TIRE - LIGHTS, UNCLE SID'S - SNACKS FOR SANTA PARTY | 136.06 |
| SCOTT, FRANCES REIMBURSEMENT | GIANT TIGER - SR. BINGO PRIZES | 77.05 |
| SCOTT, FRANCES REIMBURSEMENT | POSTAGE PAID FOR "COMMUNITIES ON THE MOVE" FLYERS | 119.37 |
| SNOW, KEVIN | LUNCH FOR FIRST AID COURSE | 17.50 |
| TRI-COUNTY REGIONAL CENTRE FOR EDUCATION | MONTHLY EDUCATION TAX | 8,719.40 |
| TOWN MARKET | GIFT CARDS | 50.00 |
| VINCENT, DANIEL | ODRC SERVICES | 600.00 |
| WOODWORKES HOME HARDWARE | CLEANING SUPPLIES FOR FIRE DEPARTMENT | 120.90 |
| WORKERS COMPENSATION | MUNICIPAL OPERATIONS ADMINISTRATION | 375.76 |
| WORKERS COMPENSATION | OPERATIONS, CONSTRUCTION & MAINTENANCE | 203.54 |
| XEROX | LEASE AND SERVICE INVOICE | 374.22 |
| XTR FOSS NATIONAL LEASING | FLEET MANAGEMENT | 603.97 |
| XYLEM CANADA LP | SENSOR FOR TREATMENT PLANT | 473.10 |
| TOTAL | | 303,207.21 |



PO Box 639 / 45 School St , Suite 304 Region 6 Solid Waste-Resource Management Phone: 902-624-1339

Mahone Bay, NS B0J 2E0 E-mail: Christine.McClare@Region6SWM.ca

Joyce Young
Town of Lockeport
26 North St.
PO Box 189
Lockeport, NS B0T 1L0

December 9, 2022

RE: Budget Approval 2023-24

Dear Ms. Young,

On Friday, December 2, 2022, the Region 6 Inter-Municipal Committee met regarding the budget for the upcoming fiscal April 1, 2023 – March 31, 2024.

The following motion was passed:

MOTION: to recommend approval of the 2023-24 Region 6 Inter-Municipal Committee Budget in the amount of \$121,379.00 to be invoiced to member councils as presented.
M/C

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

- “34. The proposed Committee budget shall be submitted to the Councils of each of the Parties prior to 4:30 p.m. on December 31st of each year.
- 35. The Councils of each of the Parties shall approve said budget, or refuse to do so, by 4:30 p.m. on March 14th of the year to which said budget applies.
- 36. Should the Council of any of the Parties fail to approve or refuse to approve the proposed Committee budget and so notify in writing the Committee by the stated deadline, then the said budget is deemed to have been approved by that Council.
- 37. The proposed Committee budget shall be binding on all of the Parties if approved by the Councils of 75% or more of the Parties, so long as the Parties whose Councils have approved represent a minimum of 50% of the total population represented by the Parties to this agreement – said figures to be taken from the most recent available Census of Canada statistics.
- 38. In the event that motions of refusal to approve result in a proposed Committee budget not receiving approval of the necessary majority of Councils, the Committee shall revise the proposed budget taking into account any comments that may have been provided and submit a revised budget to the Councils of the Parties.
- 39. Should the Council of any of the Parties fail to approve or refuse to approve a revised proposed Committee budget within 45 days after receipt of same then the said budget is deemed to have been approved by that Council.”

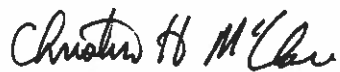
(4)

Respecting the enclosed budget, please review with your council and respond to Region 6 before 4:30 pm, March 14, 2023 on your approval or refusal.

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

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

Regards,



Christine H. McClare BA Psych
Regional Coordinator

encl.



(5)

PO Box 639 / 45 School St , Suite 304 Mahone Bay, NS B0J 2E0
 Region 6 Solid Waste-Resource Management Phone: 902-624-1339
 E-mail: Christine.McClare@Region6SWM.ca

Region 6 Solid Waste Management

| INCOME | 2022-23 Actuals as of September 30 | 2022-23 Projection | 2022-23 Budget | 2023-24 ESTIMATE |
|--|------------------------------------|---------------------|-------------------|--------------------------|
| Contracts/Service Agreements | | | | |
| Education Contract | 25,451 | 80,392 | 80,392 | 80,392 |
| Coordinator Agreement | 21,643 | 43,286 | 43,286 | 43,286 |
| Enforcement Contract | 13,353 | 89,425 | 89,425 | 89,425 |
| Sub-total | \$ 60,447 | \$ 213,103 | \$ 213,103 | \$ 213,103 |
| Stewardship/Incentives | | | | |
| Dairy Stewardship | 0 | 75,000 | 75,000 | 90,000 |
| Diversion ¹ | 0 | 310,000 | 310,000 | 350,000 |
| Municipal Approved Programs | 0 | 80,500 | 80,500 | 80,500 |
| Interest | 1,858 | 1,858 | | |
| Sub-total | \$ 1,858 | \$ 467,358 | \$ 465,500 | \$ 520,500 |
| Municipal Contribution | | | | |
| Municipal Billing ² | 97,631 | 109,422 | 109,422 | 127,975 |
| Sub-total | \$97,631 | \$109,422 | \$109,422 | \$127,975 |
| TOTAL | \$ 159,936 | \$ 789,883 | \$ 788,025 | \$ 861,578 |
| Inter-Municipal Reserves Schedule | | | | |
| | Previous Years Expenses | F2022-23 Projection | Approved Expense | Program Amount Remaining |
| Inter-Municipal program | 30,000 | 7,432 | 30,000 | - |

| EXPENSES | 2022-23 Actuals as of September 30 | 2022-23 Projection | 2022-23 Budget | 2023-24 ESTIMATE |
|---------------------------------------|------------------------------------|--------------------|-------------------|-------------------|
| OPERATING EXPENSE | | | | |
| Coordinator Salary | 33,225 | 66,450 | 77,077 | 85,329 |
| Coordinator Benefits | 7,818 | 12,856 | 12,856 | 11,350 |
| Travel (Coordinator) | 580 | 1,161 | 4,500 | 3,500 |
| Training and conference | 739 | 1,478 | 2,000 | 2,000 |
| Office Rental & Cleaning ³ | 3,833 | 7,665 | 10,000 | 10,000 |
| Cell phones | 356 | 711 | 1,100 | 1,000 |
| Internet/Phone/Fax | 519 | 1,037 | 1,300 | 1,300 |
| Office supplies and services | 1,605 | 3,209 | 3,500 | 3,500 |
| Computer/materials | 524 | 1,048 | 1,500 | 1,500 |
| Insurance | 2,582 | 3,572 | 3,500 | 3,700 |
| Administration | - | 9,390 | 9,390 | 9,390 |
| Legal & Auditor ⁴ | 8,760 | 10,000 | 10,000 | 10,000 |
| Sub-total | \$ 60,539 | \$ 118,576 | \$ 136,723 | \$ 142,569 |
| EDUCATION | | | | |
| Education salary | 28,535 | 57,070 | 59,459 | 66,305 |
| Educator Benefits | 6,314 | 9,918 | 9,918 | 11,279 |
| Travel (education) ⁵ | 7,580 | 15,160 | 10,500 | 14,000 |
| Advertising | 1,570 | 3,139 | 1,500 | 1,500 |
| R6RECYCLES | 10,347 | 11,000 | 11,000 | 12,000 |
| Program materials | 1,196 | 2,392 | 4,000 | 4,000 |
| Sub-total | \$ 55,542 | \$ 98,679 | \$ 96,377 | \$ 109,084 |
| PAYMENTS TO UNITS | | | | |
| Enforcement Contract | - | 89,425 | 89,425 | 89,425 |
| Dairy Stewardship | - | 75,000 | 75,000 | 90,000 |
| Diversion ¹ | - | 310,000 | 310,000 | 350,000 |
| Municipal Approved Programs | - | 80,500 | 80,500 | 80,500 |
| Sub-total | \$ - | \$ 554,925 | \$ 554,925 | \$ 609,925 |
| TOTAL | \$ 116,081 | \$ 772,181 | \$ 788,025 | \$ 861,578 |
| Revenue/Expenditure | \$ 43,855 | \$ 17,702 | \$ - | \$ - |

Notes to BUDGET:

1. Diversion Credits - \$5 million is available Provincial, up from \$4.1 million available last year. It is expected that a new smoothing agreement will take place during this year.
2. Municipal Billing (details below) - this line pays for the operations that are not covered through grant and contracted services. 2023-24 estimate will be decreased by the 2021-22 surplus of \$6,596.

Actual to be billed to municipal members will be **\$121,379.00**
3. Office Rental and Cleaning have been combined into one line on the budget, this amount includes \$9,500 for the office rental and \$500 for cleaning.
4. Legal and Audit Fees have been combined into one line for the budget, this amount includes \$500 for legal and \$9,500 for audit.
5. Current projections include added expenses related to the Summer Intern. 2023-24 will be the first full year back since Covid.



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PO Box 639 / 45 School St , Suite 304

Region 6 Solid Waste-Resource Management

Phone: 902-624-1339

Mahone Bay, NS B0J 2E0

E-mail: Christine.McClare@Region6SWM.ca

| <i>Municipal Area Served:</i> | <i>2021 Population</i> | <i>% of Region</i> | <i>2023-24</i> |
|----------------------------------|------------------------|--------------------|----------------------|
| Shelburne Shared Services | 6,456 | 6.99% | \$ 8,490.14 |
| Town of Bridgewater | 8,790 | 9.52% | \$ 11,559.53 |
| Town of Mahone Bay | 1,064 | 1.15% | \$ 1,399.24 |
| Municipality of Lunenburg | 25,545 | 27.68% | \$ 33,593.65 |
| Municipality of Barrington | 6,523 | 7.07% | \$ 8,578.25 |
| Town of Clark's Harbour | 725 | 0.79% | \$ 953.43 |
| Municipality of Chester | 10,804 | 11.71% | \$ 14,208.09 |
| Town of Lunenburg | 2,396 | 2.60% | \$ 3,150.93 |
| Region of Queens Municipality | 10,486 | 11.36% | \$ 13,789.90 |
| West Hants Regional Municipality | 19,509 | 21.14% | \$ 25,655.84 |
| Total | 92,298 | 100.00% | \$ 121,379.00 |



Region 6 Activities Summary 2022-23

Region 6 staff are responsible to delivery Solid Waste Education and Administration throughout our 12 member municipalities. In addition to representing and liaising for the region at the provincial level and accomplishing the required activities under the Education and Regional Coordinator contracts with Divert NS, some focus areas included:

Education

- Exit 9 Hwy 103 Carpool lot Litter Reduction Pilot Project. A sign and bag dispenser have been installed and instructed users to take a bag, fill it up and take it home. If the pilot is effective, more sites will be considered.
- Collaboration with Scotian Shores group to clean up Ghost Fishing Gear and other litter on our beaches and coastlines. This group of volunteers does the clean up and we work with the municipalities for disposal of what is collected. At Cape Sable (Cape Sable Island, Barrington) they have removed over 75,000 pounds of gear including over 1250 lobster traps!
- An on-going Social Media campaign aims to reduce litter and educate on proper waste management. Posts are an additional and effective way to reach more of our residents and businesses (What Goes Where Wednesday, Let's Be Clear Litter Doesn't Belong Here and many more).
- Outreach to educate MJSB residents and businesses on the changes to organics collection (no plastic-like bags in the cart and fast-food packaging as garbage)
- Assisting municipal By-law Enforcement staff to achieve compliance.

Administration

- Continuing to work with the province to work towards implementing Extended Producer Responsibility for Printed Paper and Packaging (EPR for PPP). Once implemented over the next several years, municipalities will get paid by the manufacturer to manage their products.
- Working with the Province to mitigate the impact to municipalities with the coming ban on pressure treated lumber. New methods will be required to keep pressure treated timber separate from other wood and be sent for disposal/diversion at Municipal Solid Waste landfills rather than Construction & Demolition (C&D) Disposal sites. Additional changes for some units, will be to have a site operating permit for facilities that process, store or transfer C&D. Currently only disposal sites require.
- Working with units to report Datacall (comprehensive reporting to the Province on full cost accounting for management of solid waste) information in the new system. This reporting is critical to obtaining Diversion Credits and Dairy Funding. It is expected that the new system will allow us to access reports for comparing municipalities costs and performance once the data is tabulated.
- In-depth reporting of fluid milk packaging managed to maximize funding to Region 6 units.

Christine H McClare
Regional Coordinator
Dec 9, 2022



STAFF REPORT

TO: Municipal Council

FROM: Marcia d'Eon, Director of Operations & Protective Services & Ryan Jamieson, Waste Diversion Officer

APPROVED BY: Erin Hartley, Deputy CAO

DATE: January 11, 2023

SUBJECT: C&D Site Cap Disturbance

ORIGIN

It came to the attention of staff that the brush pile at the West Green Harbour C&D Site is resting on top of an environmentally capped area where the Municipality previously operated an incinerator.

RECOMMENDATION

Be it resolved that the Council of the Municipality of the District of Shelburne approve the re-engagement of Dillon Consulting as consultants regarding the cap disturbance in an amount not to exceed \$11,000+HST.

BACKGROUND

The Municipality of Shelburne operated an incinerator site at the RMRF facility which was closed in the late 1990's. When this site was closed the Municipality hired Dillon Consulting to complete an initial site assessment and site closure plan in accordance with Department of Environment directives. The site was capped between 1998-2004. At some time thereafter it was decided that the brush pile would be located in this area. The brush pile has been in use continuously since. The brush pile is pushed back with equipment several times per year to allow for more brush to be stored on the site. The Municipality currently engages the services of an outside company as required to chip and remove the pile.

DISCUSSION

CAO Warren Macleod was reviewing old documents for the C&D site and noted that the previous incinerator site had been capped after it was decommissioned. Having recognized that the capped area was the same as the area we have been depositing brush upon he asked Ryan Jamieson to inspect the site and research.

Staff located the original engineering reports, and the original engineering company was contacted for clarification. Dillon Consulting was involved in the original site capping, and they walked the site with Ryan in late November. As a result of that site visit it has been determined that the cap appears to have been disturbed.

The brush drop off, push back of piles, clean up of brush including chipping and removal with heavy equipment that has taken place on this site likely resulted in the capped materials being exposed over time.

Once it was discovered that the brush site had been a capped area that has been disturbed, all site activities were halted. The public was notified that the C&D site is not currently accepting brush.

Dillon Consulting has provided us with a quote of \$10,215+HST to provide consulting services for next steps, including meeting any requirements set forth by NS Department of Environment & Climate Change. Dillon Consulting was the original consulting company hired for the project and has access to the original approved site cap plan, mapping and technical specifications. Given their history with the site, access to documents and time sensitive nature of this issue, we suggest that it is best to re-engage their services. Staff feel this meets the "urgency" requirement to forgo the competitive process as outlined in the Municipalities procurement policy. Legal has also been consulted and agrees with this approach.

NS Department of Environment & Climate change has been notified of the possibility of a cap disturbance.

BUDGET CONSIDERATIONS:

Staff has reviewed the available funds and proposes that the consulting fees be obtained from the following:

- \$3000 from Shared Services Professional
- \$2500 from Waste Programs
- \$2000 from C&D Scale & Maintenance Repairs
- \$1500 from Waste Advertising & Promotional
- \$1000 from C&D Equipment Maintenance
- \$850 from Waste Miscellaneous

The above funding options are all in the Shared Services Budget (current funding split is MDS 63.93%, TOS 23.69%, TOL 12.38%). It is hoped that savings can be achieved in these areas to keep within budget.

Site remediation and brush pile relocation are items which may have large budget impact in 2023/2024. These costs will not be known until the consultants complete their work and quotes have been received. Staff is working on these items and will update at a later date.

NEXT STEPS

- Reengage Dillon Consulting to determine next steps if any.

(113)

Joyce Young

From: Roseway River Cottages <info@rosewayrivercottages.com>
Sent: Tuesday, January 3, 2023 12:11 PM
To: warden@municipalityofshelburne.ca; Sherry Doane; vice-president@shelburnechamber.com; townoflockeport@ns.sympatico.ca
Subject: staffing

Hi all,

We have had this convo with different people several times. It is my belief that we really need to start working as one, as I have been advised... there are countless opportunities for the area that are going untapped as there is not enough time in a day for everyone to be organized and create the opportunities.

I am suggesting that those on this email meet asap. The request/suggestion is to have 1 new person hired full time and subsidized by each municipal unit and the chamber. The role of this individual will be the support many aspect that are opportunities in each area and as whole.

The part JD on this would be

Grants

Marketing

Aligning different business goals

Tapping into the different committees and bringing clarity to a calendar of events, assets, etc.

I highly suggest we get this done asap so that budgets can be approved, JD can be created and the right hire found.

This can be a huge asset to everyone's goals.

Please advise.

thanks

Daniel

Owner/Operator

47 Riverview Drive,

Ohio Road

Lower Ohio NS B0T1W0

902 875 3812

info@rosewayrivercottages.com

www.rosewayrivercottages.com

www.visitshelburnecounty.ca

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Councillor Eshelby

December Meetings

5 Tree Lighting

12 Council Meeting

14 Roseway Charitable Foundation – Document Signing

15 Regional Planning Initiative

COUNCILLOR BALISH
DEC. 2022
MEETINGS

DECEMBER

- 01 ACCESSABILITY
- 07 DISCUSSION MEETING
- 08 WESTERN COUNTY REGIONAL LIBRARY BOARD
- 12 COUNCIL
- 15 SHELBURNE COUNTY SENIOR SERVICES MEAL DELIVERY

Councillor Mary Meagher

December 5 Shelburne County Community/NSH
Stakeholder Group (virtual)

December 5 Tree Lighting Ceremony

December 12 Council

December 13 Shelburne County Mental Health and
Wellness Association (Shelburne)

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Shelburne County Mental Health and Wellness Association
Minutes December 13, 2022

1. Call to Order

The meeting was called to order by Chairperson, Kevin Grant at 10:35 am in Meeting room upstairs in the Town of Shelburne offices on Water Street in Shelburne.

Present: Kevin Grant, Chairperson; Marilyn Johnston, Secretary; Penny Smith (by phone), Treasurer and Warden Mun of Shelburne; Peggy O'Malley, Vice-Chairperson; DoDo Goodwin, Mary Meagher, Councilor Town of Lockeport; Tamara McIntyre, Warm Line Coordinator; Sherry Doane, CAO Town of Shelburne;

Regrets: Loretta Nickerson, Executive Director of SASI; Pat Pedross, Director at Large; Sandy Green, Free Salon Services of Shut-in Seniors/

2. Minutes of Nov. 15/22

The Minutes of Nov. 15/22 were emailed out to members. Tamara asked that the two parts of her report that were added in italics and in brackets be removed as they are not correct – removed.

3. Who does What in Mental Health in Shelburne County – Marilyn has the contact info for the Let Your Light Shine Jevon Link Society. Kevin will add the following to our list:

- Lou Anne Link Phone: (902) 635-0359 Mail: Box 51 3005 Main Street Clark's Harbour, N.S. B0W 1P0

Email: letyourlightshinesociety@gmail.com

At the 100 Women meeting on Wednesday Dec. 7, LouAnne said that they would be setting up Peer Support Groups in January of 2023 and working on bringing a recently graduated psychotherapist from Tusket into Clark's Harbour (town office space) once a week in 2023.

- The name Benn Himmelman needs to be added to our list as he is the Physical Activity and Community School Coordinator for the Towns of Shelburne and Lockeport and the Municipality of Shelburne. It presently says that the position is vacant.

4. Charitable Status

Nothing new to report.

5. Clubhouse Idea

Nothing new to report.

6. Financial Report - Grants and Funding

We have received approval for funding for about \$50,000 in the next 2 years. It is the Red Cross program called "Strengthening Community Capacity to Support Mental Health & Wellbeing". We received 50% - \$25,368.30 on November 16th. Another 30% will be received after they receive our interim report by April 30, 2023; and the final 20% after they receive our final report at the end.

Marilyn noted that our closing bank balance on November 30 was \$38,604.94

7. NS Warm Line Report

Presented to: Shelburne County Mental Health Association Board of Directors

Presented on: December 13, 2022 Sent by Tamara McIntyre, NS Warm Line Coordinator

SUMMARY

The Nova Scotia Warm Line continues to operate online through the support and activity of both volunteers and paid staff.

November calls were on par with other months. We have multiple people using the Warm Line as part of their ongoing self-care plan.

DETAILS

- Total Conversations: 242
 - Phone: 240
 - Chat: 2
 - Unique Callers: 38
- Breakdown
 - Senior Safety Program Calls: 172
 - Self-care Plan: 20
 - Problem Call: 1
 - Silent: 1
 - Hang up: 2
 - Call/Text/Chat Initiated but No Response: 3
 - Administrative Call: 4
 - Uncategorized: 39
- Active Volunteers: 4
- New Volunteers: 0

UPDATES / PROPOSALS**Volunteer Christmas Lunch**

- Request for the board to cover a volunteer thank-you lunch.

Warm Line hours

- Warm Line hours are now Monday-Thursday, 1:00-5:00pm. This aligns with Peer Support Nova Scotia evening & weekend phone-in hours. Our seniors have responded well to having their calls moved to daytime. Our new times were updated on the website and posted on FB.

Transition to IZZY

- We are still working through some minor functionality issues, but IZZY is very responsive and is trying to accommodate our wishes.

Volunteer Training

- Our Call-out Training slide deck is (more or less!) complete. It is an introduction to the Warm Line + training for Seniors' Safety Call Out Program and covers the ADEPTS model of interaction.
- It is an "in-person" training instead of self-directed.
- Please consider it a living document, to be updated and adjusted based on volunteer feedback and as our needs potentially change.
- Second level training package for call-ins will be started this month. Client Intake Form
 - It was decided the intake form is still required so I will see if I can create a web version. Code of Conduct and Confidentiality Agreement
- Complete and ready to be signed by volunteers. Vulnerable Persons Check Introduction Letter for RCMP ● Complete and ready to use as required. Policies and Procedures Document ● First draft is underway

-It was agreed that the Board would cover the cost of a volunteer thank-you lunch.

-Kevin asked Tamara to take us through the slide deck she has prepared for the Seniors Call-Out training for volunteers. All were very pleased with Tamara's work. Peggy had made a presentation to Pastor Wayne Dooks and members of his congregation last week. Other presentations are planned for Dec. 14 and Jan. 4 at the MacKay Library and January 5 at the Barrington Library. Marilyn will join Peggy for those. We are providing information about the warm line and recruiting volunteers to take the seniors call-out training that Tamara will do using the slide deck in January. Kelly had wanted to take the training and Tamara had 2 more people get in touch with her about the training.

- Marilyn contacted the Town of Shelburne to ask if we could put a free ad on their electronic board. They also look after the Fire Department's board. They agreed to put our 2 ads up. Sherry noted that they had to reduce the size we submitted. She will check to ask if they have been posted. Mary stated that the Town of Lockeport also has an electronic board. Marilyn will contact Fran Scott to ask about putting our 2 ads on their board.

Marilyn prepared an article for the MDS Newsletter coming out in January 2023. They put it on the MDS Facebook page the day after it was submitted.

Tamara noted that Lunenburg County has a new Senior Safety Officer and that she has been in touch with her.

8. Community Health Conversations

Marilyn will email out the link so that if folks want to join in on the online event they can register for it.

9. Meals on Wheels

SASI does it from Mayflower in the Barrington area. The Roseway Manor does it in Shelburne. They need more volunteers in Shelburne. It would be great if the delivery area in Shelburne could be extended to include communities in the Municipality and add Saturday and Sunday to when meals are delivered. More volunteers would be needed and they would have to be willing to drive out into the Municipality to deliver the meals. There is a need there.

10. Donate Button

Marilyn made a \$25 donation to the Shelburne County Mental Health and Wellness Association to determine where the money goes if you use the donate button on our website. Kevin said it goes to PayPal and then we have to manually transfer it to us from them. He received an email telling him that the donation had been made. Kevin will follow up with PayPal to get the money.

In the future we could have Certificates made to give recognition for donations above a certain level. Example: I donated _____ dollars to the Shelburne County Mental Health and Wellness Association. Having Charitable Status to be able to give tax receipts would be important.

11. Community Links

Sherry said she had been talking with Dawn Gallagher, our region's representative with Community Links. Their aim is "Helping Seniors Age Well". Sherry gave her Kevin's contact information. She lives in Digby and will contact Kevin. It would be good to invite her to one of our meetings. The call outs to Seniors fits well with their aim of supporting seniors to age well.

12 Next Meeting January 17,2022

Our next meeting will be Tuesday, January 17 at 11:00am in the meeting room at the Municipality of Barrington offices in Barrington.

"Merry Christmas Everyone"

13. Adjournment

There being no further business the meeting adjourned at 12 noon.