

**TOWN OF LOCKEPORT  
COUNCIL MEETING  
MONDAY, APRIL 24, 2023 AT 1:00 P.M.  
AGENDA**

**1. Call to order**

**2. Silence Electronic Devices**

**3. Approval of Agenda**

**4. Approval of Minutes**

- Regular Council Meeting Minutes April 11, 2023

**5. Department Reports**

- Public Works Report (Page 1-2)
- Community Coordinator Report (Page 3-5)
- Administration Report (Page 6)

**6. Finance**

- List of invoices already paid for the month of March in the amount of \$24,543.22 (Page 7)
- List of invoices already paid for the month of April in the amount of \$37,226.75 (Page 8)

**7. Other Business**

**8. Committee Reports**

- Canada Day Report (Mayor Nickerson)
- Recreation Report (Deputy Mayor DeMings-Taylor) (Page 9-16)
- Western County Regional Libraries (Councillor Balish) (Page 17-20)
- Shelburne Mental Health and Wellness Association (Councillor Meagher) (Page 21-25)

**9. Date of next meeting**

- May 8, 2023 at 6:00 p.m.

**10. "In Camera"**

**11. Adjournment**

- Two Companies showed up to look at spots for paving in response to the R.F.P. Dexters Construction and Aberdeen Paving were shown several paving projects around town and Brighton Road.
- Have been cleaning up spots around town that have been messed up resulting from snow plowing... as happens every year...
- Had Mark repair and clean up small parking area across from town market.
- Slots have been cut in curb (corner of North + Spruce Sts.) as was requested by council to try to prevent water from pooling on sidewalk.
- Took gravel to trestle trail to cover spots where fabric was poking through. (as was requested by council.)
- Removed mural from 'back' fence and reinstalled on front fence facing water street.
- Have been filling holes in pavement with 'cold patch' trying to address 'worst' spots considering there are 'sooo' many bad areas.

- REMOVED SALT SPREADER FROM  
1 1/2 TON TRUCK.

- RECEIVED A REQUEST FROM THE SCHOOL  
(VIA FRAN) TO DISMANTLE AND REMOVE  
'BATTING CAGE' FRAME FROM BALL FIELD, DUE  
TO SAFETY CONCERNS.

- HAVE HAULED SEVERAL SEWER PUMPS IN  
THE PAST MONTH DUE TO RAGS & DISPOSABLE  
ITEMS WINDING AROUND IMPELLORS CAUSING  
PUMPS TO JAM.

Community Coordinator Report to Council  
for April 24, 2023 meeting

Specific details of my work for March 20 - April 14, 2023, are included at the end of the April 18, 2023 Recreation Committee minutes.

**Make Your Move Lockeport Grand Launch update** - I've included a draft planning schedule for launch week running May 9 to 13, 2023. This should provide the basis for details I would like to discuss with Council at the meeting.

**Helen Ghent Tennis Court upgrades** - On April 14 myself, Bill Crosby and Mike MacLeod met with Jim MacDonald of Maritime Tennis Court Builders to discuss prep work for resurfacing of our courts. Several members of the Tennis & Pickleball Club have already been busy removing vegetation and debris around the edges of the courts to get ready for the work. We are unlikely to hear from the Province before June as to whether or not we will be funded through the Recreation Facility Development program, but with New Horizons funding in hand, we are proceeding now with the resurfacing of the courts. On April 21, I had a telephone conversation with Doug MacDonald, the owner of Maritime Tennis and he assures me they will be here to complete the resurfacing in early May, weather permitting. On a related note, Kevin and Wayne recently moved the sign to the front of the fence on my request.

**Accessibility** - We had ten parasport wheelchairs in town for two weeks in early April thanks to Sport Nova Scotia and Easter Seals. During that time we offered four parasport clinics and although attendance was low, we had very positive feedback from those who did attend. The chairs were stored at LRHS and Rita Reiksts was able to introduce parasports to all of her physical education classes during that time. These chairs cost roughly \$5000 each and we have recently been approved for funding through PARTICIPaction to purchase one chair. I hope to find funding for a second chair so we would have two chairs here whenever needed. On a related note, as a result of my exposure to the sport of boccia, I am hoping to offer this sport as a program for seniors over the summer months as it is in my opinion, an ideal sport for older adults.

Respectfully submitted,

Frances H. Scott  
Community Coordinator

draft MAY 2023

Make Your Move Lockeport Launch Week

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
7	8	<p>9</p> <p><b>Make Your Move Day</b></p> <p>1:00 p.m.</p> <ul style="list-style-type: none"> <li>- land acknowledgment (LES)</li> <li>- <b>Flag Raising (Mayor)</b> - dance party with LES &amp; others</li> <li>- land acknowledgment (LES)</li> </ul>	<p>10</p> <p><b>NS Walks Day</b></p> <p>8:40 a.m.</p> <ul style="list-style-type: none"> <li>- <b>Grand Walk</b> from and to LES</li> </ul>	<p>11</p> <p>1:30 p.m.</p> <ul style="list-style-type: none"> <li>- <b>Seniors Stroll</b> from Surf Lodge along new AT paved lane to LRHS and back to Surf Lodge</li> <li>- <b>School Beach Run</b> with special guest Marjorie Turner Bailey</li> </ul>	<p>12</p> <p>? Evening</p> <ul style="list-style-type: none"> <li>- <b>Axe Throwing Demo &amp; Clinic</b> at Old Son's Ball Field sponsored by MDS</li> <li>6:30 p.m.</li> <li>- <b>Poker Walk</b> start at Lockeport Fire Hall, sponsored by Lockeport Firefighters</li> </ul>	<p>13</p> <p><b>Make Your Move Grand Launch Day</b></p> <p>10-11 a.m.</p> <ul style="list-style-type: none"> <li>- <b>Get Your Garden On Plant and Bake Sale</b> at Lillian Benham Library by Friends of the Library (visit our Community Garden while you're there)</li> <li>? - <b>Axe Throwing events</b> at Old Son's Ball Field sponsored by MDS</li> <li><b>10am-4pm</b> in Seacaps Park</li> <li>- <b>bands on stage</b></li> <li>10:30am - Terri Dean &amp; friends with children's music</li> <li>12:00pm - David Burbine band</li> <li>1:30pm - Ghost Town Heroes</li> <li>3:00pm - ?</li> <li><b>12-2pm? - BBQ</b></li> <li>- <b>workshops / booths</b></li> <li>- <b>Seaside Play Park</b> supervisors on hand</li> </ul>

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***Make Your Move Lockeport Grand Launch events***

Saturday, May 13, 10 a.m. to 4:00 p.m.

based at Seacaps Park, 61 Hall Street

Note: have lots of hula hoops &amp; sidewalk chalk on hand all day

**Music on stage:**

10:30 a.m. - Terri Dean &amp; friends for children's music

12:00 p.m. - David Burbine Band for country music

1:30 p.m. - Ghost Town Heroes for classic rock and pop

3:00 p.m. - ?

**Food:**

BBQ – 12-2pm? - hire group to cook (Shish kebabs and veggie skewers)

Snacks – all day – fruit (oranges, apples, bananas)

**Booths (Calls to action):**

- **Wanna Walk ?** - Join a walking group – gather info. (days, times, etc.) for those interested – distribute rural walking lawn signs
- **Wanna Bike ?** Join a bicycling group – gather info. (days, times, etc.) for those interested – promote Rec. Dept. bicycle loan program
- **Wanna Garden ?** plant starters & tips – George Harding and maybe Garden Club will run booth Distribute Green Guides with mini movement scavenger hunt sheets
- **Upcoming events** - Promote Beach clean up and/or Roods Head Park work party

**Other Highlights:**

Axe Throwing (at Old Son's Ball Field and paid for by Mun. of Shelburne)

Supervised Play Park

? check on bounce games, Face painting, etc.

Guided walks ? - Bird Studies Canada Beach Walk

**Notes:** Use PSAs to promote events – hire Social Media coverage

- ask people how they heard about event



**ADMINISTRATION REPORT  
COUNCIL MEETING  
April 24, 2023**

**DEVELOPMENT PERMITS ISSUED 2022/2023 FISCAL YEAR**

To date, I have issued three development permits for the 2023/2024 fiscal year. (Total permits issued for 2022/2023 was eight)

**TAX COLLECTIONS**

*As of April 18, 2023, outstanding taxes are as follows:*

2020 & prior = \$15,561

2021 = \$14,030

2022 = \$56,444

2023 = \$698,602

**Total outstanding is \$784,637**

The 2023 Interim Tax Bills were issued on April 17, 2023.

The Federal Government is addressing the outstanding taxes owed by tenants occupying crown properties at the North Government Wharf location. This should be resolved in the near future.

**Assessment Appeals**

As anticipated, there has been an increase in property assessment appeals for 2023. A total of 25 appeals have been filed.

**Tax Sale**

The Tax Sale process will begin immediately following June 30<sup>th</sup>.

**Municipal Modernization**

I have no update at this time. We are awaiting information from the Province.

**Employment Vacancies**

I have posted employment ads for the Visitor Information Centre Manager position, the Public Works Labourer position and the Town Clerk/Treasurer position.

**Paving Request for Proposals (RFP)**

The paving RFP was posted on March 4, 2023. Deadline for submissions is May 3<sup>rd</sup>.

Joyce Young  
Town Clerk/Treasurer

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<b>LIST OF INVOICES ALREADY PAID TO BE PRESENTED AT THE COUNCIL MEETING OF APRIL 24, 2023</b>		
<b>MARCH 2023 INVOICES</b>		
AGAT	WATER SAMPLES FROM TREATMENT PLANT	700.93
AGAT	INVOICE FOR JANUARY 2023 WATER SAMPLES FROM TREATMENT PLANT	200.68
LOCKEPORT AND AREA MEDICAL FIRST RESPONDERS	DONATIONS RECEIVED	6,148.22
LOCKEPORT FIRE FIGHTERS ASSOCIATION	DONATIONS RECEIVED	1,250.00
MBW COURIER INC.	COURIER SERVICES	138.67
MINISTER OF FINANCE	HAYDEN LAKE WATER UTILITY OCT 01 - DEC. 31, 2022	890.49
MUNICIPALITY OF BARRINGTON	TRI-COUNTY PLANNING INITIATIVE 22/23 MUNICIPAL SHARE 25%	155.00
MUNICIPALITY OF THE DISTRICT OF SHELBURNE	TIPPING FEES FOR MARCH	4.80
REGION OF QUEENS	TIPPING FEES FOR MARCH	4,391.43
SUNLIFE	PENSION BENEFITS PER YEAR FOR APRIL 1 2022-MARCH 31, 2031	10,663.00
		24,543.22
<b>TOTAL</b>		





Town of Lockeport - Recreation Committee  
April 18, 2023 Meeting

Minutes

The meeting was called to order 6:00 p.m., April 18, 2023, by the Chair, Deputy Mayor Dawn DeMings-Taylor. Also in attendance were: Councillor Dayle Eshelby, Grace Garren and Community Coordinator, Frances Scott. Regrets: Mike Hupman and MaryAnn Swansburg.

Agenda:

**It was duly moved and seconded that the agenda be approved as presented. Motion carried.**

Minutes:

**It was duly moved and seconded that the minutes from the March 23, 2023 meeting be approved as circulated. Motion carried.**

Reports:

*Community Coordinator* - Fran stated that her report for March 20 - April 14, 2023 was circulated with the packages for the meeting. A copy of the report is attached as part of these minutes. Those present indicated that they had reviewed the report and had no concerns at this time.

**It was duly moved and seconded that the Community Coordinator report be approved as circulated. Motion carried.**

*Facilities* - Fran stated that she has been following up on concerns voiced by Cheryl Steeves from LES regarding the state of the batting cage on the ball field. Fran surveyed the unit today and feels that while it poses no immediate danger, it is deteriorating and should be removed. It was noted that the cage was installed by Minor Baseball and Fran will reach out to inform them of our intention to dismantle and remove it from the field.

**It was duly moved and seconded that it be recommended to Council that the Community Coordinator be authorized to proceed with arranging the removal of the batting cage from Old Son's Ball Field. Motion carried.**

Fran also reported that last week she had a meeting at the tennis courts with the resurfacing contractor, plus Mike MacLeod and Bill Crosby. It is hoped that the work for this part of the project will be scheduled to take place in the near future. Members of the tennis & pickleball club have been working away at in kind chores at the courts to remove vegetation and debris around the edges to help prepare for the resurfacing.

Dawn asked Fran if there were broken slides in the Play Park and Fran replied that there were three issues with slides identified during the inspection process, but all three of the issues had been corrected prior to opening the park on April 6. Dawn also asked that we seek potential fixes for the issue of hornets near a particular slide in the park that will undoubtedly become evident as the season moves along.

Dawn also raised some concerns being expressed by citizens regarding the new AT lane. In particular, it is anticipated that large trucks will need to drive over portions of the lane when turning some corners along the route. Fran stated that the lane did not impact the street road bed beyond where it was before the lane was installed. Fran pointed out that the rumble strip, which is due to be installed, will help to define the lane and will be positioned almost two feet in from the edge of the new pavement. It was then stated that prior to the installation of the AT lane, trucks would drive over the old sidewalk areas. Fran added that she feels the extra signs and pavement markings that will be put down after the rumble strip is installed should help make drivers more aware of the walkers and wheelers who might be using the AT lane.

*School update* - Grace reported Jessica Dares had attended Badminton Regionals to represent LRHS. The Boys Softball team is preparing for its first game this week and Track & Field was getting underway as of today.

Old Business:

*Make Your Move Lockeport bingo* - Fran pointed out that this promotion finished up on March 31 and she asked that Committee members help by drawing the winners of the Jackpot Grand prize (\$250 local gift cards) and two Consolation

Jackpot prizes (each for \$100 local gift cards). The following winners were drawn:

- Jackpot Grand Prize = Estelle Stuart;
- Consolation Jackpot #1 = Paula Stuart;
- Consolation Jackpot #2 = Karen Chetwynd.

*Make Your Move Grand Launch Week* - Fran reported that there had been a good attendance at last evening's meeting of the Make Your Move Lockeport Leadership Team, with six in attendance in person and two more attending via Zoom. The meeting focused on fine tuning preliminary plans for Launch Week. Copies of a draft schedule for this celebration, which is slated to take place May 9 to 13, 2023, were distributed to those present. An Fran also distributed an additional sheet with more details regarding the Grand Launch events for May 13. During this discussion, Fran pointed out that some of the events still need to be confirmed. In particular, Andy Stuart will be checking with TCRCE to make sure we can meet their requirements for involving students in the Axe Throwing. The cost of running the two days of Axe Throwing events will be covered by the Municipality of the District of Shelburne.

*Spring into Lockeport* - Fran reported that this little festival had gone very well and in particular there was a feeling amongst those who took part in the Welcome event, that it should be done again next year. Over fifty members of the public attended the event, which ran from 3:00 to 5:00 p.m. on March 25. Dawn commented that the time of day seemed to work very well.

*Main Streets Ideas Exchange in Antigonish* - Fran reported that while she had been approved by Council to attend this event, she had learned a few days later that she has been scheduled for a medical procedure the day before and will no longer be able to attend. Councillor Eshelby indicated that if she could find someone to travel with, that she would be interested in attending.

### New Business:

*Summer staffing* - Fran reported that she has recently been involved with Clean NS in interviews for the two Clean Leadership positions we have this summer. An offer of employment has gone out to a person for the 9-week position. Fran is expecting it may take more effort in regards to the 15-week position as no local students have applied so far. Fran added that we have not heard anything yet in

regards to Canada Summer Jobs funding, but that we have been approved for an Inclusion Worker position under the CPRA Youth Employment Experience program. This is the last year this program will be offered.

*Lobster Festival* - Fran distributed copies of a draft Lobster Festival schedule and stated that so far she has confirmed the information for three local events to take place during this festival, which will run June 8 to 11 this year. It was suggested that Fran check with the United Baptist Church to see if they have any events planned for this year's festival.

*Provincial Volunteer* - Fran reported that she had recently received an email indicating that May 23, 2023 is the deadline to submit our Provincial Volunteer Representative information and photo. Fran read a list of those people recognized as Volunteer of the Month by us over the past year and after a brief discussion, the following motion was forthcoming.

**It was duly moved and seconded that it be recommended to Council, that Debbie Scott be named the 2023 Town of Lockeport representative for the Provincial Volunteer Awards.  
Motion carried.**

Next Meeting:

The next meeting was scheduled to be held Tuesday, May 16, 2023 at 6:00 p.m. It was also noted that in going forward the third Tuesday of the month would be recognized as the regular meeting date for the Recreation Committee.

Adjournment:

There being no further business, a motion to adjourn was put forth and the meeting adjourned at 7:30 p.m., April 18, 2023.

Respectfully submitted,

Frances H. Scott  
Recording Secretary

Community Coordinator's Report  
March 20 - April 14, 2023

The following report provides notes relating to the major activities involved in my work over the past month. The report does not include minor day to day tasks such as office management, payroll submission and minor facility supervision duties:

**General** - prepared agenda for meeting of Rec. Committee, typed up monthly report and sent out meeting packages with minutes on Mar. 21, then attended meeting on Mar. 23 and recorded minutes - drafted notes for Mayor's spring newsletter regarding Rec. Dept. happenings - arranged purchase of sit/stand desk for use by Jill when working in rec. Dept. - contacted RNS High 5 rep to attempt to arrange workshop for local senior leaders and me completing certification as a trainer in the program;

**Communities on the Move pilot** - attended on line provincial meeting with Healthy Tomorrows staff on March 21 - welcomed Elaine Shelton and Anna Haanstra of NS Dept. Of Communities, Culture, Tourism and Heritage for presentation to Council on Mar. 27 - had a number of people in the office over the last week of March to submit their MYML Bingo cards and collect their prizes - attended on line provincial check in meeting April 4 - sent out meeting notices to Leadership team, Rec. Committee members and interested community members for April 17 meeting to plan Grand Launch;

**Facilities** - initiated Play Park spring maintenance process by contacting Kevin at Public Works to put up inclusion swing, tire swing and repair cargo net, later borrowed tools for an inspection on March 29 with help from LES Grade 3/4 class (3 slides still need attention prior to opening) - sent note to Norman Anderson on Mar. 22 with updates to community use gym programs - checked Rec. Centre following Mar. 25 birthday rental (all was fine) - met with Mike MacLeod and Bill Crosby on Mar. 28 to discuss tennis court upgrades and next steps - created and posted at LRHS Community Gym Use calendar - drafted Rec. Centre April calendar - noted large pylon on Roods Head building roof following EMO exercise

weekend - spoke with Kevin on April 6 to request help from Public Works crew to move tennis court sign to outside of fence so that windscreens won't cover up, dismantling batting cage at ball field and opening Play Park for season - April 14 contacted LRHS to confirm Parent/Teacher meetings on April 20 and then contacted two evening user groups to let them know that programs will be cancelled at gym for that night;

**Accessibility** - attended on line meeting for Prescribed Public Sector Bodies hosted by the Accessibility Directorate - met Zachary Dickson of Sport NS to offload ten parasport wheelchairs and other equipment at LRHS Gym on March 29, then a little later myself and Bill Crosby were trained in coaching parasport basketball, tennis, pickleball and boccia - attended Foundations Accessibility Training for Managers on line March 30 - sent email to Zach Dickson to seek information on purchasing parasport wheelchairs - conducted Parasport Pickleball Clinic April 4 with help from Bill Crosby (4 participants) - conducted Parasport Boccia Clinic April 6 (2 participants) - conducted Wheelchair Basketball Clinic April 11 (2 participants) - promoted all clinics with posters and Facebook posts;

**Programs** - created notices about Elementary Free Play program for after school Fridays now to May 19 and distributed at LES on Mar. 22 - set up for and supervised first Family Free Play session at LRHS on Mar. 22 (over 20 children and 20 adults attended) - set up for first Adult Floor Hockey session at LRHS same night (over fifteen attended) - gathered items for Sr. Bingo and got help from Jill to wrap prize gifts - set up for and ran Sr. Bingo on March 23 and later cleaned up with help from Howard and Anne Roszel - spoke with Shayne Nickerson of River Hills to advocate for a shotgun start for the 2023 Lockeport Open (20th annual) - prepared for and ran after school free play program in gym on Mar. 24 (28 children) with help from Jayden Roache and Alexis Sperry - prepared for and ran after school free play program in gym on Mar. 31 (24 children), then got Family Free Play started and recruited two parents to supervise until program finish at 6pm - set up for and ran Under 10 youth basketball fun day on April 1 with four teams (played a total of 5 games), then cleaned up gym the next day - sent program notices to Cory for electronic notice board - supervised last half of floor hockey program and locked up building in absence of janitor on April 5 (also recruited Ryan McCrory to act as program supervisor going forward) - sent notices to parents of U12 players on April 11 regarding tournament to take place in Lockeport on April 15, later sent out schedules to other teams and booked officials - got help from Dale to wrap bingo prizes on April 13, but had word from Benn that he could not call that day, so postponed event until April 20 and contacted

players and posted on Facebook about postponement - attended on line meeting with several other rec. depts. on April 13 to discuss summer program plans - supervised After School Free Play with Emily-Ann Hupman on April 14 (31 children), also met with Rita Reitsks to set up meeting to discuss potential Greenwave Basketball Camp, later got Family Free Play underway (small group);

**Grants** - Beautification & Streetscaping - spoke with Rene Frigault of NS Dept. Of Municipal Affairs for feedback on final report for project and later finished up the report, sought assistance from Joyce regarding who should sign the report documents, then on March 31 submitted report by email

*Clean Leadership* - liaised with Joy Samuels and other Clean NS staff to set up interviews for applicants - conducted interview of 9-week applicant on April 11 with Clean staff and later advised to send letter of offer for position to Meegan Vaillancourt - later in the day interviewed candidate for 15-week position and will wait to see if other applications are forthcoming (good candidate but no accommodations at present if offered position);

**Festivals** - *Canada Day Celebrations* - did some on line research to check around NS for potential musical acts - met with Dayle to discuss plans for Indigenous Peoples Day activities - wrote and submitted updates for Indigenous Peoples Day and Multicultural Day events to Celebrate Canada application - received costume donation from Paulette Roy on April 6 - received email notice of Celebrate Canada approval of \$11,700 on April 12, which I printed along with other materials for Committee meeting that evening, then attended meeting and recorded minutes - took call from Deena Harlow on April 14 indicating that SRVFD would like to host beer garden for Canada Day dance

*Make Your Move Lockeport Launch Week* - met with Val Kean and Robin Smith of MDS on March 21 to discuss a new spring festival to be held in Lockeport and supported by MDS (agreed to proceed with existing plans to celebrate Make Your Move from May 9 to 13 for this year) - connected with Val and Robin on April 11 to discuss costs and details for Axe Throwing activities to be provided by Darren Hudson - contacting several potential bands for May 13 event and booked "Ghost Town Heroes" on April 14

*Spring Into Lockeport* - tallied ballots from Spring Welcome event;

*Shelburne County Lobster Festival* - contacted several local groups to confirm information for 2023 events and updated listings on one drive April 14;

**Community Support** - *Spring into Lockeport celebration* - set up for Lockeport Spring Welcome, supervised event and later cleaned up Rec. Centre following



event (very well received by public, businesses and groups with booths) - met with Sue Crosby on April 4 to discuss Sport Fund application for tennis & pickleball equipment to support beginner clinics - spoke with Christine of Queens County Soccer to connect re: programming;

**Volunteerism** - sent Volunteer of the Month (Perley MacKenzie) to Cory for electronic notice board;

***Other Meetings, etc.:***

- attended meeting of South Shore Female Leadership Network held at Queens Place in Liverpool on March 21;
- attended Council meeting on March 27 in Council Chambers;
- took vac. days March 20, 22, 28 and half days March 24, 27, 29, 30, 31.

Respectfully submitted,

Frances H. Scott  
Community Coordinator

# Western Counties Regional Library

## Board Meeting

December 8, 2022

The regular quarterly meeting of the Western Counties Regional Library Board was held on Thursday, December 8, 2022 in the Community Room of the IWK Memorial Library building.

**Present in person:**

- Councillor Sherry Thorburn Irvine, Chair, Municipality of Shelburne
- Councillor Kathy Bourque, Municipality of Argyle
- Councillor Carl Deveau, Municipality of Clare
- Ellen Burton, Yarmouth Public Library & Museum

**Present via Zoom:**

- Councillor George Manzer, Municipality of Digby
- Councillor Patti Durkee, Municipality of Yarmouth
- Councillor Kent Balish, Town of Lockeport
- Councillor Wade Cleveland, Town of Yarmouth
- Erin Comeau, Secretary-Treasurer

**Regrets received:**

- Shaun Hatfield, Municipality of Barrington
- Councillor Louann Link, Town of Clark's Harbour
- Mayor Ben Cleveland, Town of Digby
- Elizabeth Acker, Town of Shelburne
- Patti Simpson, Province of Nova Scotia

- Vacant - Admiral Digby Library & Historical Society
- Vacant - Shelburne Library Building Association
- Vacant - Province of Nova Scotia

**1. Call to Order**

The Board Chair, Sherry Thorburn Irvine, called the meeting to order at 12:59 p.m. and thanked all the members who were able to make today's board meeting.

**2. Adoption of Agenda**

It was moved by Carl Deveau and seconded by Kathy Bourque:

"That the agenda be approved as presented."

Motion carried

**3. Minutes of the Previous Meetings**

3.1 The minutes of the September 15, 2022 meeting were circulated. There being no errors or omissions, it was moved by Kent Balish and seconded by Wade Cleveland:

“That the minutes of the September 15, 2022 board meeting be approved as circulated.”

Motion carried

**4. Business Arising from the Minutes**

None

**5. Chair's Report**

Sherry Thorburne Irvine wished to thank all the WCRL staff for the day-to-day operations that they do so well. While attending the NSLA/LBANS Conference held in Cape Breton in the fall, she saw the professionalism of library staff and how they dealt with the many challenges facing libraries today.

**6. LBANS Representative Report**

Sherry Thorburne Irvine reported that the LBANS Executive met with the Minister of Communities, Culture and Heritage on December 6. Discussions included: the LBANS Strategic Plan; the role of LBANS; libraries deemed essential; accessibility plan; library staff stress; funding; difficulty getting provincial appointees.

**7. Director's Report**

Erin Comeau introduced Shannon Raynard. She is the new Deputy Directory.

Erin's report was circulated prior to the meeting. She emphasized that, given the small size of the organization, management often has to shift priorities as new projects are introduced. Although not included in this year's goals and objectives, management is developing a digital literacy-training program, which they will deliver to the public in 2023. This program is in response to the needs of people who are unfamiliar with the technology that they need in order to access various government services and programs.

The Council of Regional Librarians (CORL) recently met to discuss the need to review the funding formula for libraries. CORL will work with the Department of Communities Culture Tourism and Heritage (CCTH) and provincial and municipal stakeholders to review the formula. CORL is also submitting a request for bridge funding from the province to help offset increased operating costs.

Management is reviewing staff schedules and library open hours in Barrington and Weymouth. The reviews were triggered by recent staff vacancies. Vacancies will be filled once the reviews are complete.

It was moved by Carl Deveau and seconded by Kent Balish

“That the Director’s report be accepted as circulated.”

Motion carried

**8. Financial Statement**

The October 31, 2022 Financial Statement was circulated.

Erin noted that while salaries and benefits expenses are a little high, this is to be expected given the recent increase in wages and salaries and the increase in the board’s contribution to the health benefits plan. If required, WCRL will use funds from its reserve account in order to balance the budget at the end of the year; however, Erin does not believe this will be necessary.

It was moved by Kathy Bourque and seconded by Kent Balish

“That the October 31, 2022 Financial Statement be approved as presented.”

Motion carried

**9. Health Benefits Sub-Committee Report**

Erin reported that the board’s sub-committee met in December for the first time. Initial committee tasks include reviewing multiple health benefits plan options and developing a communications and consultation plan to help guide the decision making process for the library’s future health benefits plan.

It was moved by Carl Deveau and seconded by Kent Balish:

“That the Health Benefits Sub-Committee Report be accepted as presented.

Motion carried

**10. New Business**

**10.1 Delivery Vehicles Discussion**

The library is currently operating with one book delivery vehicle, which is now 8 years old. New small cargo vehicles are not available to purchase directly from dealerships; they must be pre-ordered. The 2022 Transit Connect that was ordered in February 2022 to replace the 8-year-old vehicle is still in the queue for production with no estimated delivery date. Given the significant delays in production, a second delivery vehicle should be ordered soon to ensure that regular operations are maintained. The board discussed the potential for ordering an electric vehicle. Concerns with the current availability of parts and repair services were brought forward and members felt that the time is not right for ordering an electric or hybrid vehicle. Electric vehicles will be considered in the future.

It was moved by Carl Deveau and seconded by Kathy Bourque:

“That the Director tender for a new vehicle by invitation to dealerships in the tri-counties who can supply a vehicle suitable to the library’s needs, and that a vehicle be purchased at a cost of up to \$60,000.”

Motion carried

**10.2 Dress Code Policy**

The new Dress Code Policy was reviewed and discussed. Members present were pleased with the policy as long as it allowed staff to dress appropriately and professionally for work.

It was moved by Kathy Bourque and seconded by Wade Cleveland:

“That the Dress Code policy be accepted as presented.”

Motion carried

**11. Correspondence**

An email was received from the Village of Westport in reply to Erin Comeau’s letter regarding re-naming the Westport Library. They look forward to hearing from the board once a Naming Policy has been implemented.

**12. Other**

None

**13. Around the Table**

None

**14. Next Meeting**

Thursday, March 23, 2023 at 1:00 p.m. in the Community Room of the Izaak Walton Killam Memorial Library building.

**15. Adjournment**

The meeting adjourned at 2:12 p.m.

Shelburne County Mental Health and Wellness Association  
Minutes April 18, 2023

1. **Call to Order:** The meeting was called to order by Chairperson Kevin Grant at 10:30 via Zoom.

**Present:** Kevin Grant, Chairperson; Penny Smith, Treasurer; Peggy O'Malley, Vice-Chairperson and acting Secretary, Loretta Nickerson, Executive Director SASI; Mary Meagher, Councillor Town of Lockeport; Tamara McIntyre, Warm Line Coordinator

**Regrets:** Marilyn Johnston, Secretary; Cheryl Baker, Director at Large.

2. **Minutes of March 21, 2023**

The Minutes of March 21, 2023 were emailed out to members.

3. **Who does what in Mental Health in Shelburne County.**

**ElevateHer**

- ElevateHer, a Mental Health Support Services Canada providing individual and group mental health support services to those who identify as female and their prospective families, has opened an outreach center/office in Shelburne. They are located on the lower level at 137 Water Street. The Warm Line Coordinator reached out to their Director in Truro and met, in person, with their Shelburne representative. We had a good chat about how we can support each other's goals in providing mental health support. WLC plans to meet with the Director and the Shelburne agent towards the end of April to work out a plan. The ElevateHer representatives are very open to what we offer and would be interested in attending a future board meeting.

**Toolbox Thursdays, Shelburne County Family Resource Center**

- Warm Line Coordinator reached out to Robin at the SCFRC to open up a discussion of participating in one of their Toolbox Thursdays, a workshopping afternoon assisting participants with grounding techniques, self-care tips, coping skills, relationship building and self-compassion.

4. **Charitable Status**

Marilyn will send out the new documents to be voted on at the May 16th meeting.

5. **Clubhouse Idea:** Nothing new was presented.



**6. Treasure Position:** We are still seeking a volunteer treasurer.

**7. Financial Report - Grants and Funding**

**Red Cross grant** allows for funds to be used to advertise for volunteers and a new staff position. Kevin will look after that.

**Wellness funds from the Community Health Board:** Kevin and Peggy will meet to go over the details of the application that is due in on May 6th. Focus will be on World Mental Health Awareness Month activities in October. These will include: Mental Health Awareness Walks in all three counties with a prize for those who complete it, Lunch & Learn with an invited guest speaker, installation of Wind Phones in all three counties. Peggy will contact MDS Recreational Coordinator regarding setting up the Walks for the week of October 8th to the 14th. October 10th is World Mental Health Day.

**8. NS Warm Line. March Report to Board**

**Presented to:** Shelburne County Mental Health Association Board of Directors

**Presented on:** April 18, 2023

**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.

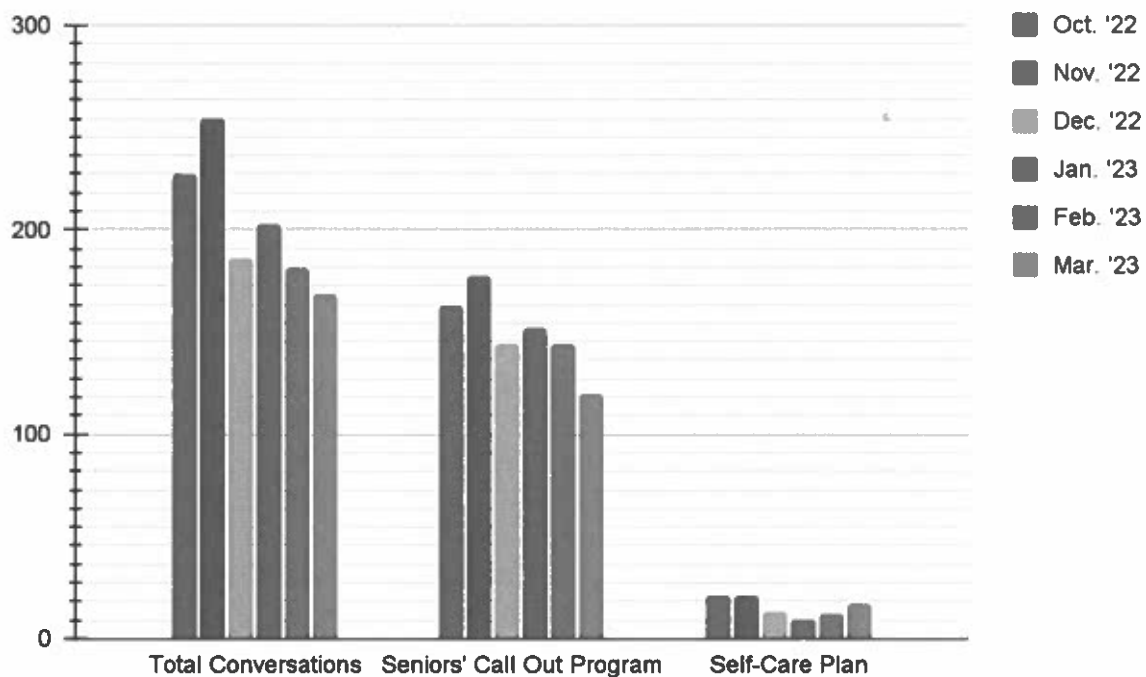
The Warm Line was again slower, due to the loss of a couple of Seniors' Safety clients and a reorganization of our call-out schedule. Lower numbers can also be attributed to not being able to call all clients on a given day due to the number or length of incoming calls and the required break time after each incoming call. The Warm Line fielded 3 Problem Level calls plus 1 Crisis Level call that was referred to the Crisis Line. WLC requested a wellness check for one of our regular senior clients. We have multiple people using the Warm Line as part of their ongoing self-care plan.

**DETAILS**

- Total Conversations: 169
  - ○ Phone: 169
  - ○ Chat: 0
  - ○ Unique Callers: 34 ● Breakdown
    - ○ Senior Safety Program Calls: 120
    - ○ Self-care Plan: 17
    - ○ Problem Call: 3

- ○ Crisis Call: 1
- ○ Silent: 1
- ○ Hang up: 1
- ○ Administrative Call: 4
- ○ Uncategorized: 22
- ● Active Volunteers: 3
- ● New Volunteers: 0

### 6 MTH COMPARISON



### UPDATES / PROPOSALS

#### Warm Line Shut Down Plan

● WLC has touched base with Kelli G regarding our going forward plan to create a shutdown plan. Kelli is away until the end of April. Due to the activity on the warm line over the last couple of weeks this plan has yet to be started, but should have some information on paper in the next week or so.

**Job Posting:** Motion was presented by Mary Meagher, and seconded by Loretta Nickerson and approved unanimously. The board will proceed with advertising and interviewing.



## 9. Mental Health and Wellness Expo.

Information that follows was sent to and shared with us by Penny. We plan to attend and agreed to reflect on who we could recommend as speakers.

*I am unable to attend today however I wanted to let you know what we are up to in regards to the Mental Health Wellness Expo. So I wrote a note:*

*Hi everyone, sorry I couldn't make it today. I was looking forward to being there. I thought since I couldn't be there that I might send a note as to what the Because We Care Fund has planned in regards to the Mental Health Wellness Expo.*

*The Expo is planned for October 14th at the Grand Hotel in Yarmouth. The event will be from 11 am to 5 pm. The event will be set up like our previous expo with tables placed around the convention center. There will be no fee for the Professionals or for the general public.*

*We also have a separate room for special speakers, which will be speaking throughout the day. So far, I have booked speakers who represent PTSD, Abuse, and Mental Health Disorders. Still waiting on return calls for Addiction and Transgender.*

*We will also have a Dutch Auction which will run throughout the day.*

*In addition to what we had previously we will be having an area for professional round table discussions. This area will be away from the general public. Government officials and professionals will be invited to these discussions. We thought that since we are not only bringing the general public to the resources and professionals that we should also bring the professionals and resources together to discuss the issues and barriers to mental health. This may also facilitate further discussions.*

*One thing that I was looking forward to coming to the meeting today was to obtain more resources and professionals that I could invite to the Expo. I would appreciate any leads as to contacts that you may be able to provide me with. I was going to talk with SCMHWa today about attending and I hope to hear that you would be willing to attend. I have found that a lot of my "mental health coaches and counsellors" have either retired or are no longer working in that field. This is becoming a bit of a gap in the resources that I am able to book for the Expo. Once again, any contacts would be greatly appreciated.*

*I can be reached by email at [bwcmmentalhealthexpo@hotmail.com](mailto:bwcmmentalhealthexpo@hotmail.com)*

*Many thanks,  
Gina Symonds*

## 10. Community Links

Kevin is planning to attend the next Zoom meeting on Monday. Marilyn completed their questionnaire and returned it via email on April 14th.

**11. Queen's County Seniors' Fair May 25th in Liverpool:** Attached is the poster with all the information. Marilyn and Peggy are planning to be there to represent SCMHWA and the Warm Line.



## Queens County Senior Safety Spring Fair

Thursday May 25<sup>th</sup> 1:00 - 3:00pm  
(Set Up - 11:00 - 1:00pm)

**Location:**

Best Western Plus Liverpool Hotel and Conference Centre, Liverpool

**Set-Up Time:**

Doors will open at 11am to allow Participants to set up displays and tables. Participants are requested to have their booth set up by 12:30pm as the doors will open to the public at 1pm.

**Parking:** Participants are asked to park at the rear of the hotel after unloading, to allow the senior visitors easier access to the event. Be sure to lock your vehicles.

**What to include in your display?**

Information about your organization, brochures, videos, pictures (anything that is applicable to your group, organization, or business).

**Assigning of Space:**

Each organization will be assigned one 6' x 2' table with tablecloth and two chairs. Additional tables and chairs are available upon request. If electronic equipment is being used for your display, it is your responsibility to bring the equipment and anything required to set up. (i.e. extension cords etc.) Please advise us, if an electrical outlet is required for your display, so we can place your table close to a receptacle. *\*Please note: If you wish to share a table with another Participant, please let us know in advance.*

**Prizes:**

Some participants have expressed interest in bringing a draw prize. Please let us know if you would like to bring an item to add to our door prize draw or feel free to have something right at your own table. We would just like to know ahead of time so we can have signage available.

**Refreshments:**

We have the Breakfast room available where tea and coffee will be available throughout the Fair.

**Entertainment:**

We are hoping to have music entertainment in the breakfast room so the Seniors can stop and take a break and perhaps mingle back through the displays and information booths.

**For further information please contact Shelley at:**

(902) 350-0231 Cell  
(902) 354-5721 Office  
shelley.walker@rcmp-grc.gc.ca



SENIOR SAFETY

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**12. Adjournment:** There being no further business the meeting adjourned at 11:28 am.