

**TOWN OF LOCKEPORT
COUNCIL MEETING
MONDAY JULY 10, 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 June 26, 2023

5. Finance

- List of invoices already paid in the amount of \$19,522.95 (Page 1)
- Letter from Lockeport Campground and Cottages (Page 2-3)
- Transfer from Reserves

6. Other Business

- Memorial bench (Page 4)
- July 1st organization concerns (Page 5-6)
- Respectful Workplace Policy (Page 7-10)
- Employee Discipline Policy (Page 11-13)

7. Council Reports

- Mayor Cory Nickerson
- Deputy-Mayor Dawn DeMings-Taylor
- Councillor Dayle Eshelby (Page 14)
- Councillor Kent Balish (Page 15)
 - o Western Counties Regional Library Board Minutes (Page 16-22)
- Councillor Mary Meagher (Page 23)
 - o Shelburne County Mental Health and Wellness Association (Page 24-26)

8. Correspondence

- Nova Scotia Provincial Housing Agency (Page 27)

9. Date of next meeting

- Monday, July 24, 2023 at 1:00 p.m.

10. “In Camera”

- MGA Section 22 (f) Litigation or potential litigation

11. Adjournment

Regular Council Meeting 071023.agd

LIST OF INVOICES ALREADY PAID TO BE PRESENTED AT THE COUNCIL MEETING OF JULY 10, 2023		
	DESIGN OF SURGE TANK AND CONTRACT ADMINISTRATION	7963.75
ABLE ENGINEERING SERVICES		
ARMSTRONG, EMMALEE	MOWING MICHAEL HAGLEY LAWN	100
AYER, MARY	CLOWN DUTIES	200
BALISH, KENT	MILEAGE FOR JUNE	143.09
BELL ALIANT	BEACH CENTRE	103.36
BURBINE, DAVID	ENTERTAINMENT FOR SENIOR SOCIAL	500.00
ELLIOTT, MIKE	ENTERTAINMENT FOR OUTDOOR CONCERT	400.00
IAN STEWART	MAGIC AND JUGGLING SHOW	1380.00
JAMIE COTTER	ENTERTAINMENT AT WATERFRONT FESTIVAL	500.00
LOCKEPORT PHARMACHOICE	SENIORS BINGO PRIZES	99.91
LOCKEPORT REGIONAL HIGH SCHOOL	AWARDS AND SCHOLARSHIPS	600.00
MEISNER, SEAN COREY	HOSTING OPEN MIC FOR JULY 1ST	200.00
MELANSON, PAT	PERFORMANCE FOR GRAND STREET PARADE	175.00
	PERFORMANCE DURING GRAND STREET PARADE	600.00
MERSEY BAND		
PETTY CASH	MULTICULTURAL NIGHT - 4 X \$50	200.00
PETTY CASH	CARNIVAL FLOAT	200.00
PETTY CASH	FOUR DIFFERENT PARADE PRIZES	200.00
PETTY CASH	GREASE POLE	1000.00
PRIVATEER PIRATES PARROT RESCUE	PARROT BOOTH AT JULY 1ST CELEBRATIONS	350.00
RICHARDSON, WENDY	BALLOON LADY FOR JULY 1ST CELEBRATIONS	355.00
	PUMPING OUT SEWAGE PLANT AND HAULING AWAY	3818.00
ROBICHEAU'S PUMPING SERVICE		
SEEBLICK PRINTING	JULY 1ST BROCHURE	224.25
SOBEYS	JULY 1ST - SENIOR SOCIAL	210.59
TOTAL		19,522.95

2

June 26, 2023

Town Of Lockeport
PO Box 189
26 North Street
Lockeport, NS
BOT 1L0

Dear Town Council:

This is regarding the laundry facilities that are offered at the Lockeport Campground & Cottages.

This service has been provided for the campground as well as the community for the past 10+ years. This is our 5th year as the owners of the campground and wonder why it is now, that you have included this in the 2023 Interim taxes.

We are requesting that the amount of \$216.75 be removed from our taxes as we are providing a service to the community when wells are low. The amount of tax charged is exceeding the revenue made on the washers.

As per Rudy's conversation with Joyce, she had mentioned to him the reason we are being charged is that we advertised to the public that the laundry facility is public. This has been done the same for the past 3 years so not sure why this year is different.

We hope you understand our situation and hope you will consider our request.

Regards

Susan and Rudy Sommer

Lockeport Campground & Cottages
3318 Highway 3
Lydgate, NB
BOT 1L0

3)

Lockeport Campground & Cottages Sewer Charges 2023				
	# of units	Unit rate		fee @ \$289/unit
Office	1	0.5	0.5	144.50
Unserviced sites	14	0.3	4.2	1,213.80
Serviced sites	32	0.5	16	4,624.00
Serviced Cottages	3	0.5	1.5	433.50
Laundry (public) 50% of year	1	0.75	0.75	216.75
*Note 1 laundry is built into other rates				
			22.95	6,632.55

4)

alma cotter
261 Brighton rd
Lockeport ns
July 4, 2023

Memorial bench

Hello to Town of Lockeport, councillors and mayor

I am enquiring about a memorial bench to be placed on the trussel in memory of my sister Rose Yvonne Hemeon . She has worked in lockeport for 19 years at Clearwater , raised in west green harbour and attended LRHS . We would be honoured to see our bench on the lockeport walking trail in her memory.

The bench will be identical to the ones on the Anglican Church property at the intersection, no maintenance is needed and it will remain there all year round .

There has been other memorial benches in different communities as such.

Thanks and appreciated Alma cotter

July 4, 2023

Chairman
July 1st Committee
Town of Lockeport

Dear Chairman and Committee Members,

I attended and volunteered at your festivities for July 1st as I have for the past number of years. As a volunteer I was extremely disappointed with the lack of organization, communication and general co-ordination of committee members, recreation staff and volunteers at the events I was involved with and even as a spectator.

I volunteered at the Carnival games and the selling of the raffle tickets, I attended the Jammie Cotter concert, the Parade of Lights (I was a judge), Little Mac's Antique Car Parade, the main street parade, the chain saw juggler, annual grease pole, Bruce's Wharf outdoor concert, the Seaman's Memorial service and the poker walk. I felt there was a lack of Rec staff presence, with the exception of one or two students, at the events. I noticed on more than one occasion the Rec staff were walking or standing around needing direction. As a volunteer I did not feel it was my duty to direct them.

I do enjoy volunteering my time in Truro and at Lockeport events; however, the lack of organization, co-ordination and communication between the committee members, rec staff and volunteers made it unnecessarily frustrating for me. A couple specific examples include the fact that I was given a schedule and direction from a July 1st committee member at 9:30 am. At 10 am as the carnival games were about to start 2 rec staff were brought over to work. They were not on the schedule and created changes, not just to me but some of the other volunteers that were volunteering in other areas.

During the Bruce's Wharf concert, I helped clean the carnival games area before the dance began. This included taking all the props to the light house room so that the July 1st property would not be lost, stolen or damaged. I feel this task should have been completed by the Rec staff before they were dismissed for the day.

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- 2 -

I did hear many positive comments on the events of this years July 1st celebration. Many people enjoyed the Parade of Lights and enjoyed the Carnival games and people appreciated the time and effort of the floats.

In the future, if you want to expand on the positivity from this year, I feel it would be beneficial for both the Rec staff and volunteers to have the set up complete prior to the morning of July 1st with a schedule of tasks and timings prepared jointly in advance by the Rec Department and the July 1st committee.

I hope consideration is given to my suggestions as the events would be more enjoyable and less hectic for everyone involved.

Thank you,

Alfreda Malone
Bible Hill, NS
902-899-6401

(7)

**TOWN OF LOCKEPORT
POLICY STATEMENT**

Policy #GG-040

RESPECTFUL WORKPLACE

**Effective Date:
July 10, 2023**

Revision Date:

POLICY PURPOSE

It shall be the policy of the Town of Lockeport to ensure all employees have a workplace that is committed to being a healthy, safe and supportive environment.

POLICY DETAILS

The following policy details are the standards of behavior all Town employees are expected to demonstrate. This policy applies to all employees including managers, unionized staff, non-unionized staff and temporary employees.

FREE OF DISCRIMINATION

- (a) Discrimination is the prejudicial and/or distinguishing treatment of an individual based on their actual or perceived membership of a certain group or category including, but not limited to, religion, age, race, job status, family name, marital status, sexual orientation or disability.
- (b) Employees must practice non-discriminatory behaviours at all times while conducting business on behalf of the Town, regardless of location, and in accordance with the Human Rights Act.

MUTUAL RESPECT

- (a) Employees must treat others with respect and fairness and be open to others opinions that may differ from their own. This includes respecting and supporting decisions made by the Town and Council.
- (b) Employees must be respectful when using social media or internet pages, while both on and off duty, especially with matters related to the Town.
- (c) Employees must share appropriate information with colleagues as to create a transparent team environment that enables everyone to succeed in their jobs and make informed decisions.
- (d) Employees must refrain from unprofessional or inappropriate behaviours including, but not limited to, using derogatory language, misinforming others, dressing inappropriately, excessive noise levels or rudeness.

FREE OF HARASSMENT

(a) Harassment is engaging in derogatory (i.e. condescending, insulting, belittling), vexatious (i.e. aggressive, angry, antagonistic), humiliating or embarrassing conduct that is known, or ought reasonably to be known, to be offensive or unwelcome as outlined in human rights legislation. This includes actions or comments that are directed at another person or at no person in particular but that creates an intimidating, demeaning or offensive work environment. Examples include, but are not limited to:

- Verbal harassment
- Physical harassment
- Written or graphic materials
- Avoidance or exclusion
- Bullying/cyber-bullying
- Sexual harassment
- Gossip

(b) Employees must contribute to a work environment that is free from bullying, harassment and violent behaviour/language. This includes promptly reporting and addressing unacceptable behaviours.

INTEGRITY

- (a) For the purpose of this policy, integrity is defined as being honest and portraying strong morals and values in order to create and maintain a unified work environment where the Town's interests are given priority over private individual feelings.
- (b) Employees must maintain the confidentiality of information acquired on the job, both internally and externally.
- (c) Employees must respect the personal and confidential lives of other staff by not sharing information without specific consent.
- (d) Employees must act in a way to maintain the Town's integrity and credibility by not publically criticizing staff, departments or colleagues.
- (e) Employees must maintain a healthy and safe work environment by observing the established Occupational Health & Safety program.
- (f) Employees must refrain from performing volunteer work or union work during scheduled work hours without prior consent.

LEARNING

(A) Employees must be open to working in a learning environment that includes participating in training opportunities, volunteering for internal committees, keeping abreast of job-related trends and accepting feedback that will enhance the employee's ability to work as a team member.

STRIVE FOR EXCELLENCE

- (a) Employees must commit themselves to excellence in all aspects of their work including interactions with the public, colleagues and Council members. In addition, being committed to exercising good judgement, professionalism, self-discipline, perseverance and team spirit.

VIOLATION

REPORTING VIOLATIONS

- (a) Violations for the purpose of this policy include, but are not limited to, discrimination, disrespect and harassment as well as displaying a lack of integrity, work ethic or professional commitment.
- (b) Employees who report violations of this policy will be protected against disciplinary or threatening actions as a result of such disclosure, unless it becomes known that the employee made intentional false allegations.
- (c) Employees who believe they have experienced a violation of this policy should keep a written record of the date, time, location, nature of the behaviour and names of any witnesses. This summary of events should be prepared as soon after the initial event as possible and after every discussion outlined below to ensure accurate details are recorded for future reference.
- (d) Employees may choose to speak directly with the person(s) and inform them that their behaviour is unwelcome and must stop.
- (e) Employees who are not comfortable speaking directly with the person(s) regarding their behaviour may choose to approach their manager and ask for their assistance in resolving the situation.
- (f) Employees have the option to submit a written complaint to the Town Clerk/Treasurer, or designate, if the employee prefers.
- (g) All written complaints will be investigated by the Town Clerk/Treasurer, or designate, including an opportunity for the accused to explain the situation and their actions.
- (h) A written complaint regarding the Town Clerk/Treasurer shall be directed to the Mayor and Deputy Mayor and shall follow the same process as any other employee.

DISCIPLINE

Failure to comply with this Policy may, at the discretion of the Town Clerk/Treasurer, constitute necessary action as outlined in the Employee Discipline Policy.

<u>Town Clerk/Treasurer's Annotation For Official Policy Book</u>	
Date of Notice to Council Members Of Intent to Consider (7 days minimum): <u>June 27, 2023</u>	
Date of Passage of Current Policy: _____	
I certify that this Policy was adopted by Council as indicated above.	
_____	_____
Town Clerk/Treasurer	Date



**TOWN OF LOCKEPORT
POLICY STATEMENT**

Policy #GG-041

EMPLOYEE DISCIPLINE

**Effective Date:
July 10, 2023**

Revision Date:

POLICY PURPOSE

It shall be the policy of the Town of Lockeport to implement a procedure intended to improve performance and compliance with organization standards by correcting unsatisfactory behaviour.

Fostering growth and understanding is an important part of creating and maintaining a positive work environment and promoting positive behaviour. This policy is intended to complement leadership in administering fair and consistent treatment of all employees.

POLICY DETAILS

INVESTIGATIONS

Upon receipt of a written complaint, the Town Clerk/Treasurer, or designate will discuss the matter with the complainant. The respondent will be given an opportunity to explain the situation and their actions. Any witnesses will be consulted. The Town Clerk/Treasurer, or designate will review all relevant documentation in confidence.

The investigation must be completed within thirty (30) working days of the complaint being received, including a summary of the findings and the Town Clerk/Treasurer, or designate's decision on disciplinary action to be implemented.

A letter will be provided to the complainant and the respondent advising of the Town Clerk/Treasurer's decision in regard to resolving the complaint (i.e. the complaint was founded or unfounded). Due to the confidential nature of human resource matters, the specific disciplinary decision (if applicable) of the Town Clerk/Treasurer will not be shared with the other party.

A written complaint regarding the Town Clerk/Treasurer shall be directed to the Mayor and Deputy Mayor and shall follow the same process as any other employee.

DISCIPLINARY ACTIONS

The following disciplinary actions are identified in order of seriousness. Depending on the seriousness of the incident the Town Clerk/Treasurer, or designate, may take action as reasonably required given the nature of the offence.

(a) Verbal Warning

- Employee will be given a verbal warning regarding the undesirable behaviour or action, including an explanation of when the action took place and why it is considered unacceptable;
- Employee will be informed that further disciplinary action will follow if unacceptable behaviour continues;
- Employee will be informed that this complaint will go into their personnel file, and will be taken into consideration with respect to future complaints.

Examples of reasons for verbal warnings include first offence for tardiness, foul language, dressing inappropriately or not following proper work procedures.

(b) Written Warning

- Employee will be given a written warning regarding the undesirable action or behaviour in the event that the matter has either been discussed in a previous verbal warning or it is severe in nature;
- Employee will be given an explanation of when the action took place and why it is considered unacceptable;
- A copy will be given to the employee and a copy will be placed in their personnel file;
- Employee will be informed that further disciplinary action, up to and including termination, will follow if unacceptable behaviour continues.

Examples of reasons for written warnings include inappropriate or rude interactions, not showing up for work or lack of adherence to Town policies or standards.

(c) Suspension

- Employee will be given written documentation regarding the suspension in relation to the undesirable action or behaviour in the event that the matter has either been discussed in a previous verbal or written warning or it is severe in nature;
- Documentation will include information on the offence and the length of the suspension;
- Employee will be given an explanation of when the action took place and why it is considered unacceptable;
- Employee will be provided with a copy of the suspension letter. A copy will be placed in their personnel file;
- Employee will be informed that further disciplinary action, up to and including termination, will follow if unacceptable behaviour continues.

Examples of reasons for suspension include repetitive tardiness or absences, intentionally providing misinformation, verbal abuse, breach of trust or confidentiality, repetitive lack of adherence to Town policies or standards.

(d) Termination

- Employee will be given written documentation regarding the termination in relation to the undesirable action or behaviour leading to and justifying the termination;
- Documentation will include information on the offence and the previous disciplinary communications with the employee;
- Employee will be given an explanation of when the action took place and why it is considered unacceptable;
- Employee will be provided with a copy of the termination notice and a copy will be placed in their personnel file;
- Employee will be asked to leave the workplace after handing in any Town property in their possession.

Examples of reasons for termination include physical or sexual assault, theft, reporting to work under the influence of alcohol, cannabis or illegal drugs or repeated unsuccessful disciplinary attempts.

SCOPE

This policy applies to all employees of the Town of Lockport, including managers, unionized staff, non-unionized staff and temporary employees.

This policy is intended to work in conjunction with Article 4 of the IBEW Local 1928 Collective Agreement currently in place. It is recognized that unionized staff may wish to have a union representative present during disciplinary discussions and every reasonable attempt will be made to accommodate that request.

Any employee action deemed to be illegal shall be immediately reported to the appropriate authorities.

<u>Town Clerk/Treasurer's Annotation For Official Policy Book</u>	
Date of Notice to Council Members Of Intent to Consider (7 days minimum): <u>June 27, 2023</u>	
Date of Passage of Current Policy: _____	
I certify that this Policy was adopted by Council as indicated above.	
_____	_____
Town Clerk/Treasurer	Date

Councillor Eshelby

- June 1 National Indigenous Day meeting
- June 7 National Indigenous Day meeting
- June 7 Council Check in
- June 12 Council Meeting
- June 13 National Indigenous Day meeting
- June 14 National Indigenous Day meeting
- June 14 Radio Interview for National Indigenous Day
- June 15 Acadia First Nations meeting at Beach Centre
- June 16 Emergency in Camera Council Meeting
- June 19 Roseway Hospital Charitable Foundation AGM
- June 20 National Indigenous Day meeting
- June 21 National Indigenous Day
- June 22 Roseway Hospital Charitable Foundation Policies meeting
- June 22 Recreation meeting
- June 22 Atlantic Climate Crisis Virtual meeting
- June 26 Council Meeting
- June 27 Multi Cultural Day
- June 27 Nova Scotia Health Stakeholders meeting
- June 28 traffic control for Senior Social
- June 29 July 1st meeting
- June 30 worked door for Jamie Cotter entertainment

COUNCILLOR BALISH MEETINGS JUNE 2023

12 COUNCIL

15 Western County Regional Library (AUDITED FINANCIL STATEMENT AND SPECIAL AUDIT)

15 Western County Regional Library (BOARD MEETING)

15 Western County Regional Library (LIBRARY CHARITABLE ASSOCIATION)

21 NATIONAL INDIGENOUS PEOPLE CELEBRATION

26 COUNCIL

Western Counties Regional Library

Board Meeting

March 16, 2023

The regular quarterly board meeting of the Western Counties Regional Library Board was held on Thursday, March 16, 2023 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
Councillor Elizabeth Acker, Town of Shelburne
Councillor Wade Cleveland, Town of Yarmouth
Erin Comeau, Secretary-Treasurer

Present via Zoom:

Councillor George Manzer, Municipality of Digby
Councillor Patti Durkee, Municipality of Yarmouth
Councillor Kent Balish, Town of Lockeport
Patti Simpson, Province of Nova Scotia

Regrets received:

Councillor Shaun Hatfield, Municipality of Barrington
Mayor Ben Cleveland, Town of Digby
Ellen Burton, Yarmouth Public Library & Museum

Absent:

Louann Link – Town of Clark's Harbour

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 1:02 p.m.

2. Adoption of Agenda

It was moved by Carl Deveau and seconded by Wade Cleveland:

“That the agenda be approved as presented.”

Motion carried

3. Minutes of the Previous Meetings

3.1 The minutes of the December 8, 2022 meeting were circulated. There being no errors or omissions, it was moved by Elizabeth Acker and seconded by Kathy Bourque:

“That the minutes of the December 8, 2022 board meeting be approved as circulated.”

Motion carried

4. Business Arising from the Minutes

None

5. Chair’s Report

Sherry Thorburne Irvine reported that she and Elizabeth Acker attended the core library services vision presentation. Sherry is looking forward to the next steps that will be presented. Wage equity was identified as a priority.

6. LBANS Representative Report

Sherry Thorburne Irvine reported that an LBANS meeting was held via Zoom on January 28. LBANS would like to launch an advocacy campaign. An RFP will be submitted to obtain an organization to run the advocacy campaign. Partners will be LBANS, CORL and NSPL.

7. Director’s Report

Erin Comeau reported on the region’s projects. She also gave an interim report on the year’s Goals and Objectives. The Health Benefits Working Group Terms of Reference were circulated and discussed.

The board’s ad hoc committee will also help to review health plan options. Sherry asked Erin to bring the issue of rising health benefits costs to CORL as an equity issue. Employee benefits should be considered as part of the funding review.

Sherry asked if there was a reporting mechanism for provincial appointee. Patti Simpson was not aware of any reporting structure and will investigate further.

Board members agreed to postpone the development of a new strategic plan until the funding review is complete.

It was moved by Wade Cleveland and seconded by Carl Deveau:

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

Motion carried

8. Financial Statement

The February 28, 2023 Financial Statement was circulated. Erin reported that the library is on track with its spending. Unless something unforeseen happens, the library will not need to draw from its reserve account to fund the extra 10% health benefits for staff this year.

It was moved by Kathy Bourque and seconded by Patti Durkee:

“That the February 28, 2023 Financial Statement be approved as presented.”

Motion carried

9. Health Benefits Sub-Committee Report

The committee has not met since their first meeting in December. Ben Cleveland is investigating whether the library is eligible to join municipal plans. Ben will follow up with Erin and the committee once he receives information. The staff Health Benefits Working group is also researching options.

10. New Business

10.1 Core Services Presentation Discussion

Board members emphasized the importance of involving the municipalities in the funding review. The province should consider library building maintenance and operations costs as part of the municipal contributions towards library service.

10.2 By-Laws

The draft amendments to the by-laws were circulated prior to the meeting. It was moved by Elizabeth Acker and seconded by Carl Deveau:

“That the board accept the amendments as submitted.”

Motion carried

10.3 Land Acknowledgement Discussion

Management would like to see the library develop a land acknowledgement that includes a commitment to reconciliation with the library's commitment being that of continued education through the development of its programs, collections and services. Erin asked for support from the board to proceed with drafting a land acknowledgement along with guidelines for when, how and why the acknowledgement would be made. Staff education surrounding land acknowledgements and treaty education is also required.

Board members appreciate and support this approach. Management will draft land acknowledgements and present them for board approval at the board meeting in June.

Policies Review

10.4 Staff Use of Library Materials and Equipment

The Staff Use of Library Materials and Equipment was circulated. It was moved by Kathy Bourque and seconded by George Manzer:

"That the board accept the changes to the policy as submitted."

Motion carried

10.5 Adverse Weather Conditions

The Adverse Weather Conditions was circulated. It was moved by Patti Durkee and seconded by Patti Simpson:

"That the board accept the changes to the policy as submitted."

Motion carried

10.6 Art Exhibit Policy and Form

The Art Exhibit Policy and Form was circulated. It was moved by Carl Deveau and seconded by George Manzer:

"That the board accept the changes to the policy as submitted."

Motion carried

10.7 Materials Donations Policy and Form

The Materials Donations Policy and Form was circulated. It was moved by Elizabeth Acker and seconded by Kathy Bourque:

"That the board accept the changes to the policy as submitted."

Motion carried

10.8 Naming of Library Branches and Buildings

The Naming of Library Branches and Buildings was circulated. It was moved by Wade Cleveland and seconded by George Manzer:

“That the Board approve the Naming of Library Branches and Building as submitted.”

Motion carried

11. Correspondence

No official correspondence received.

12. Other

N/A

13. Around the Table

N/A

14. Next Meetings

The Annual General Meeting, followed by the Annual General Meeting of the Charitable Association, followed by the Regular Board Meeting will be held on Thursday, June 15, 2023 at 1:00 p.m. in the Community Room of the Izaak Walton Killam Memorial Library building.

15. Adjournment

The meeting adjourned at 2:23 p.m.

Library Report

Helping people access virtual health care

The library has teamed up with Nova Scotia Health to help people learn about the new virtual health care services available to them.

In a series of sessions at nine branches of Western Counties Regional Library, Virtual Care Technician Lacey d'Entremont introduces people to various virtual care services and supports. The final session is on June 23 at McKay Memorial Library in Shelburne.

The sessions include a presentation on the services, a question-and-answer period, and help registering for the service and using the technology. Library staff provide support during the sessions to help people with the technology.

The presentations cover "patient confidentiality and what she (d'Entremont) offers at the Hub," says Mahala Sears, Manager of Programs and Services.

The Hub is the Virtual Care @ Yarmouth Hub pilot project, launched by Nova Scotia Health to support communities in the Tri-Counties and help people access virtual care. The Hub is at Yarmouth Regional Hospital Learning Centre and offers Internet-connected computers and mobile devices. These are available in a safe and secure room for confidential virtual appointments from 8 a.m. to 4 p.m., Monday to Friday.

"Lacey had lots of resources available for those attending," Sears says.

Nova Scotia Health has created VirtualCareNS, a virtual primary care clinic operated by Nova Scotia



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.

Health. The goal is to provide access to primary care for individuals who are without a family doctor.

As more services shift online, the library is creating programs to help people get comfortable using such technology.

Sears ran a series of workshops in the spring to help people develop basic skills and gain a greater comfort level on their electronic devices.

She is planning more sessions in the fall.

"I am planning to offer basic instruction to help people make use of these tools," she says.

Library offering free menstrual products

Western Counties Regional Library is offering free menstrual products at its 10 library branches.

"The library is committed to creating social equity, ensuring access for all individuals," says library Executive Director Erin Comeau. "Period poverty is a growing social issue. Our libraries are in 10 communities throughout

southwest Nova Scotia and we are well positioned to help ease the strain on those who would otherwise have difficulty accessing menstrual products."

The initiative is funded by the Nova Scotia provincial



Menstrual product dispenser.

government and will reduce barriers to good health and increase access to menstruation products.

Library branches in Barrington, Clark's Harbour, Digby, Lockeport, Meteghan, Pubnico, Shelburne, Westport, Weymouth and Yarmouth have menstrual product dispensers in their public washrooms.

Hunt for memorable cake recipe leads to library

Some people will go to great lengths to create a wonderful moment for a loved one. Donna Ward, from Eston, Sask., reached out to the Yarmouth library to track down a recipe for her husband's favourite childhood cake. She wanted to bake it for him as a surprise.

While at work one evening, Yarmouth library clerk River Goodwin-Clairmont received the call from Donna.

"The first thing she said was 'I have a weird question' and I got excited because I love a good quest," says River.

Donna's husband Lenard bought the cookbook for his mother as a gift when he was 12. His family was visiting Expo '67 in Montreal at the time, and he found the book in the Nova Scotia pavilion, Donna says.

When his mother died, the cookbook disappeared. Knowing that he loved the cake from that cookbook, Donna began her search. Scouring the Internet, she was unable to find a decent used copy at a reasonable price. She knew the name of the cookbook and that it came from Yarmouth. From there, Donna found the name of the local library, and reached



Bluenose Cookbook, originally published in 1965, contained Donna Ward's husband's childhood favourite recipe for California Cake.

out for help.

"She was able to tell me the name of the cookbook and the recipe," says River. "The book was the *Bluenose Cookbook*, originally published in 1965, and the recipe she wanted was called *California Cake*. She said it was a white cake with some sort of coconut on top. It was a favourite of the person she was hoping to bake it for when he was younger."

River found the book in the library catalogue while they were on the phone. Promising to call back, River found the book in the library basement.

"I found the book, brought it upstairs, and started looking through it," River says. "There was no index of recipes, so I was worried at first. The index was only split up by category. Luckily there was a 'cakes' section, so I went there and started

browsing. And there it was!"

River called Donna back and sent her a copy of the recipe via email.

And how did the surprise and cake-baking go?

"It turned out very well," Donna says. Needless to say, Lenard enjoyed the cake and the surprise very much.

AROUND THE BRANCHES

Headquarters

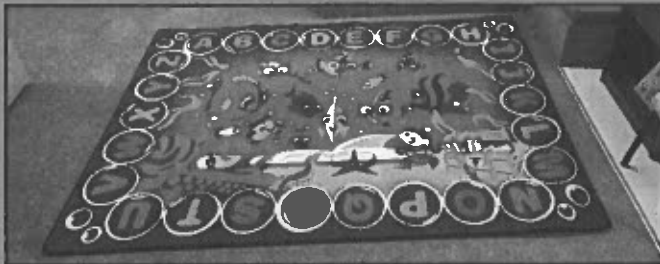
All 10 branches are ready for the June 24 launch of the 2023 Summer Reading Club.

Digby

Seasonal library patrons are returning to the area and getting their library cards.

Lockeport

The Friends of the Lockeport Library plant and bake sale raised \$752.60 and was attended by close to 100 people.



A \$500 donation from the Holy Cross Anglican Church was used to purchase a new rug for the children's section at Lillian B. Benham Library in Lockeport.

Shelburne

The Shelburne branch has been having some maintenance done: a complete paint job on the outside, a touch-up on the inside, and new windows in the lobby.

Shelburne Friends of the Library held its annual yard sale on Saturday, May 27th and raised approximately \$400 to support the library.

Yarmouth

Library Clerk Susan Young retired after 18 years of service on May 31. She is staying on as a casual clerk.

Evacuees from Barrington Lake wildfire used the Yarmouth library, including its free Wi-Fi to gain access to the NASA fire map app.



The Estate of the late Blanche Turner funded the purchase of a bright, colourful rug for the children's section at McKay Memorial Library in Shelburne.



Susan Young ready to cut her retirement cake May 31.

Councillor Meagher

June Meetings

June 7 Council Discussion

June 12 Council Meeting 6 pm

June 16 Emergency In Camera Council Meeting

June 20 Council Meeting with Staff Member

June 26 Council Meeting 1 pm

June 27 NSH/Shelburne County Stakeholders

(24)

Shelburne County Mental Health and Wellness Association
Minutes June 20, 2023

1. Call to Order

The meeting was called to order by Chairperson, Kevin Grant at 10:35am in the Economic Development Outreach Office at the Town of Lockeport offices in Lockeport.

Present: Kevin Grant, Chairperson; Marilyn Johnston, Secretary; Penny Smith, Treasurer and Warden Mun of Shelburne; Tamara McIntyre, Co-Warm Line Coordinator;

Regrets: Loretta Nickerson, Executive Director SASI; Mary Meagher, Councilor Town of Lockeport; and DoDo Goodwin.

2. Minutes of May 16, 2023

The Minutes of May 16, 2023 were emailed out to members.

3. Financial

At the end of May we had \$29,202.23 in our bank account. The

4. Who does What in Mental Health in Shelburne County

ElevateHer Mental Health Support Services and Tool Box Thursdays were added to the list. Nothing else new to add.

5. Charitable Status

The amended Memorandum of Association for the Shelburne County Mental Health and Wellness Association was approved by the Registry of Joint Stocks. Marilyn asked for help to navigate the online application to Revenue Canada for Charitable status. Kevin volunteered. It would be nice to have one more person to assist with the wording of answers in the application. It may take two meetings. They will work out a time and location to meet.

6. Clubhouse Idea – Kelly Goudie

Nothing new to report.

7. Treasurer Position; Vice-Chairperson Position; Member at Large Eastern Shelburne County

We may have someone for one of these positions.

8. SCMH&WA Website

Kevin will update it.

9. Seniors Fair in Liverpool

There were a lot of Seniors in attendance. We gave out a lot of information and swag.

10. Shelburne Guild Hall Market

Talked to a lot of people. Everyone said the warm line was a great idea. Gave out some swag. One person took a client referral form. Folks filled out tickets to win a lovely gift basket donated by Linda Harris and guess at the number of worthers candy in the clear glass vase prepared by Peggy O'Malley. Marilyn will follow up with Adam Cooper who told us that his daughter does a very similar service in Toronto.

11. Grants and Funding

Red Cross Grant – midterm report has been submitted by Kevin. They should release the second stage of approved funding soon.
Wellness Funds from the Community Health Board– Peggy and Kevin submitted an application for \$1,700 for our Trails and Talks project in Lockeport, Shelburne and Barrington to be carried out Oct. 5-12 during Mental Health Awareness Week. Installing “wind phones” is also part of the application. Peggy said on Sunday at the Market that she thinks she has a source for one phone for the trails. We should know about the results of this application over the summer.
Dept. of Seniors Age Friendly grant for \$25,000 - We must apply to continue operation of the Warm Line until the end of September of 2024. We need to check about the dates to apply.

12. NS Warm Line Report

Tamara provided a verbal report. She will do up a written one and email it to Marilyn to put in the minutes.

Tamara noted that our new co-coordinator is doing very well.

- Total Conversations:
 - Phone: 197
 - Chat: 0
 - Unique Callers: 37
- Breakdown
 - Senior Safety Program Calls: 160
 - Self-care Plan: 12
 - Problem Call: 1
 - Callback Request: 1
 - Administrative Call: 7
 - Hang up: 1
 - Uncategorized: 15
- Active Volunteers: 3
- New Volunteers: 4

We ran ads on Facebook to recruit new volunteers for just under \$500. We did get 20 people respond to our ad.

The ad was worded very well. It was very clear on the process to follow and what we needed. Tamara has completed 2 sets of training and has a third one scheduled. Two of the trained volunteers have already started on the phones making calls to Seniors. None of the volunteers were from Shelburne County. Some of them have a social work background.

One volunteer could not get the Vulnerable Persons Record Check done. The dispatcher said that we did not need it as our service was not in person but on the phone. Tamara is looking into this to see if the rule have changed.

Kevin provided information about the stats on our paid facebook ad. They were very interesting and it was noted that it should be added to the information that will be given to our MLA.

We gave SCMH&WA bookmarks to the Whirl-i-gig to put in books that she sells.

13. Meeting with MLA Nolan Young on June 19

We met with our MLA, Nolan Young to inform him of our decision to shut down the warm line call ins by the end of Sept. 2024 and the need for sustainably funding from the Province to be able to continue the Seniors call out program after September 30, 2024. He has the Warm Line on his radar and will make contact with the Minister of the Dept. of Seniors. Kevin prepared a one page information sheet that Nolan can share with his provincial peers.

14. NSH/Community Stakeholder

There is an online meeting coming up that Kevin will attend.

15. TriCounty Aging Well Together Coalition

Kevin did not attend this online meeting as he was dealing with wildfire concerns when it was held.

16. Because We Care Fund – Mental Health Fair

They are organizing a MH Fair for Oct. 14 in Yarmouth. We should definitely have a table at the Fair.

There is no new information to report.

17. Next Meeting July 18, 2023

Our next meeting will be Tuesday, July 18, 2023 in the Mun of Barrington Barrington Meeting Room. Marilyn to book it.

(Note: The Conference room and all other rooms at Mun of Barrington booked for St. John Ambulance; Library already booked until 1:30pm that day, and Sobey's Community room unavailable as it has not been cleared for use since covid-19.

I have booked the Ladies Aux room at the Shelburne Community Center for 10:30am on Tuesday July 18)

18. Adjournment There being no further business the meeting adjourned at 11:15am.

Additional Items of Information from Kevin:

(1) Tamara and Kevin took part in a virtual meeting with Rose Walls and Dr. Sarah Necomb-Anjo – from the Mental Health Knowledge Collaborative, which is a project of Nova Scotia Health's Mental Health and Addictions. They provide members with free educational opportunities, as well as opportunities to connect and share ideas with other organizations working in the field of mental health for adults in Nova Scotia. Kevin signed us up online.

(2) Since we are recipients of a Red Cross Mental Health & Wellbeing grant, they shared with us the opportunity to access two online Psychological First-Aid courses (NOT to be confused with Mental Health First Aid). These are self-paced courses that should take up to 90 minutes. One is on Self-Care, and the other is on Caring for Others. We are able to access these courses up to 30 times in total, and they are free with an access code. This information will be provided to NS Warm Line workers, and if anyone else on our email list is interested in taking these courses (you get a certificate upon completion of each), please email Kevin at tseliot@hotmail.com, and he will happily provide you with the access codes. They are available until November 26.

(3) And after our monthly meeting, Kevin got an email from Tracey Mitchell, who is Provincial Peer Support Practice Lead, at the McKerracher Centre in Saskatoon, with the Saskatchewan Health Authority. She was inquiring whether we might be interested in speaking on the NS Warm Line, and being part of a Conference on Peer Support that they are hosting in late September. She gave us the option of appearing in person or virtually. Kevin will try to gather more information, and speak with Tamara and Peggy about our availability and interest.

(27)



June 9, 2023

Mayor Cory Nickerson
Town of Lockeport
26 North Street, PO Box 189
Lockeport, NS B0T 1L0

Dear Mayor Nickerson:

I am writing to let you know we will be reaching out to your Chief Administrative Officers to request their input on how to improve the application process for Nova Scotians seeking priority access to public housing under the inadequate housing stream.

In its June 2022 report, the Office of the Auditor General (OAG) of Nova Scotia found that current processes are insufficient to grant priority access to public housing. Priority access allows certain applicants to be placed at the top of the waitlist for public housing if they are:

- Victims of family violence
- In need of affordable housing in proximity to sustaining medical supports
- **Living in inadequate housing which poses an immediate health or safety risk**

To be approved for priority access under all three streams, applicants must submit forms documenting their situational requirements that are verified by a third party. Although the form for those living in inadequate housing indicates that it must be completed by fire, building and/or health inspectors, the OAG found that in some districts, applicants were unable to find the officials to do this for them. It concluded that further guidance is required on who can complete the forms, under what circumstances and whether the requirements are reasonable to meet so that only those most vulnerable are granted priority access.

We look forward to this discussion with your team so we can better understand how we can work together to ensure only the most vulnerable Nova Scotians in our communities are granted priority access to public housing.

Sincerely,

Cara Spittal

Cara Spittal, PhD
Director, Corporate Policy & Strategy
(902) 476-9008
cara.spittal@novascotia.ca



Maritime Centre – 1505 Barrington Street, 14th Floor (North)
Halifax, Nova Scotia, B3J 3K5

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