



**TOWN OF LOCKPORT
COUNCIL MEETING
FRIDAY JULY 10, 2026, AT 10:00 A.M.
AGENDA**

1. Call to order

2. Silence Electronic Devices

3. Approval of Agenda, including additions or deletions

Staff Suggested Motion – That Council approve the agenda for the July 10, 2026, meeting with the following additions/deletions.

4. Conflict of Interest

5. Approval of Minutes

- Regular Council Meeting Minutes June 26, 2026 (Page 1 – 8)

Staff Suggested Motion – That Council approve the Minutes from the Regular Council Meeting of June 26, 2026.

6. Business arising from Previous Minutes

7. Community Forum (Open Mic)

- 20 Minutes Maximum
- Each resident is allowed a maximum of five minutes
- The resident is to speak directly to Council
- There will be no interaction by Council at this time
- If questions are posed by residents the question will be recorded to be researched

8. Presentations

There are no presentations scheduled for this meeting.

9. Finance

- List of invoices already paid in the amount of \$48,705.91 (Page 9 – 10)

10. Other Business

- Letter from Layla Crouse, Owner and Strategic Director, Salty Swabbers Housekeeping Inc. (Page 11 – 12)
- Harmony Bazaar Street Closures (Page 13)

11. Council Reports

- Mayor Derek Amalfa (Page 14)
 - o Website and Digital Communications Update (Page 15 – 16)
- Deputy Mayor Craig Hillen (Page 17)
 - Councillor Anna Chetwynd (Page 18)
- Councillor Candace Malik (Page 19)
 - o Western Counties Regional Library Meeting Minutes March 19, 2026 (Page 20 – 24)
 - o Western Counties Regional Library Annual Report (Page 25 – 39)
- Councillor Kevin Chetwynd (Page 40)

12. Correspondence

- Letter to Nolan Young, MLA regarding the new Roseway Manor build (Page 41 – 43)

13. Information Only

- PVSC Summer Newsletter (Page 44 – 47)

14. Date of next meeting

- August 14, 2026, at 10:00 a.m.

15. “In Camera”

16. Adjournment

Regular Council Meeting 071026.agd



**TOWN OF LOCKPORT
COUNCIL MEETING
FRIDAY JUNE 26, 2026
MINUTES**

Present: Mayor Derek Amalfa, Deputy Mayor Craig Hillen, Councillor Anna Chetwynd, Councillor Candace Malik, Councillor Kevin Chetwynd, Town Clerk/Treasurer June Harding, and Recording Secretary Jill Cassibo.

Absent with regrets: Public Works Supervisor Kevin Snow

1. Call to order

The meeting was called to order by Mayor Amalfa at 1:00 p.m.

2. Silence Electronic Devices

All electronic devices were silenced at this time.

3. Approval of Agenda, including additions or deletions

06-26-26-01

It was duly moved and seconded that Council approve the agenda for the June 26, 2026, meeting as presented. Motion Passed

4. Conflict of Interest

There was a perceived conflict of interest by Councillor Anna Chetwynd and Councillor Kevin Chetwynd regarding the letter written to the Municipality of the District of Shelburne enquiring about funding for the Lockport & Area Medical First Responders.

5. Approval of Minutes

- Regular Council Meeting Minutes June 12, 2026

06-26-26-02

**It was duly moved and seconded that Council approve the minutes from the Regular Council Meeting of June 12, 2026.
Motion Passed**

6. Business arising from Previous Minutes

- Shelburne & Area Chamber of Commerce

Councillor A. Chetwynd asked what the benefits would be for us being a member of the Chamber of Commerce and Mayor Amalfa said there was not any, it is just support for local businesses and it is more like a donation. Councillor A. Chetwynd asked Ms. Harding if we had that money in the budget for Grants to Organizations, to which Ms. Harding replied that the Town does have the money for this.

Deputy Mayor Hillen stated that the Heritage and Tourism Committee had planned to make a recommendation to Council to join the Chamber of Commerce. Councillor Malik pointed out that they have already done an updated brochure for the Town of Lockeport. The following motion was made:

06-26-26-03

**It was duly moved and seconded that Council agree to become a member of the Shelburne & Area Chamber of Commerce at a cost of \$150.00 for the year. Motion Passed.
Councillor K. Chetwynd opposed the motion**

- MDS Letter & MFR Support

Warren MacLeod, CAO for the Municipality of the District of Shelburne had a conversation with Mayor Amalfa regarding the letter written by Mayor Amalfa requesting financial assistance for the operations of the Lockeport & Area Medical First Responders. Mr. MacLeod stated that the Municipality of the District of Shelburne is in the process of updating their shared service agreements. The Town of Lockeport can withdraw the letter written and wait for the new agreements or proceed with the letter and it will go to the Council for them to decide. Councillor Malik suggested having someone from the Medical First Responders look over the agreement when it is finished. Deputy Mayor Hillen stated that if this makes the process easier, to wait for the new agreements to determine if it states that we are recouping the costs for calls the MFR attend in districts 6 and 7.

06-26-26-04

It was duly moved and seconded that Council withdraw their former letter to the Municipality of the District of Shelburne regarding funding for the Lockeport & Area Medical First Responders and have support included in an updated service agreement. Motion Passed.

Councillor A. Chetwynd and Councillor K. Chetwynd did not vote on this motion.

7. Community Forum (Open Mic)

- 20 Minutes Maximum
- Each resident is allowed a maximum of five minutes
- The resident is to speak directly to Council
- There will be no interaction by Council at this time
- If questions are posed by residents the question will be recorded to be researched

8. Presentations

There are no presentations scheduled for this meeting

9. Finance

- List of invoices already paid in the amount of \$131,389.56

For clarification, the cheque for the Royal Canadian Legion was a donation to the Legion, not to the breakfast that was put on for the graduating students at Lockeport High School. The breakfast was sponsored by the Town of Lockeport and the Municipality of the District of Shelburne. The reimbursement cheque to Deputy Mayor Hillen had come out of the Repairs and Maintenance budget for the boardwalk, not from the Heritage and Tourism budget.

10. Department Reports

- Administration Report

The summer students start June 29, 2026, and will be working for eight weeks. Ms. Harding stated that the auditors would like to present to Council on August 14, 2026. Mayor Amalfa suggested that the Town have a finance meeting with the auditors on July 29th to look at the audit in depth before the Council meeting so Council will have a chance to ask their questions. The wastewater project is completed. The treatment plant is waiting for Graves Electrical to come and fix the issue with the water in the UV building and hopefully they will also be fixing the washroom at the sewer plant.

- Public Works Report

Ms. Harding presented a quote from Undercut Tree Removal to pave the sinkholes on Howe St., the corner of Hall and South St., and in front of the White Gull Restaurant on South Water St. for a cost of \$11,000.00. Councillor K. Chetwynd thought that that was a reasonable quote. Councillor A. Chetwynd stated that the Town could pick away at the problem street areas and it shows that the Town knows that there is an issue there and Ms. Harding stated that there is money in the Streets budget to cover this cost.

06-26-26-05

**It was duly moved and seconded that Council approves to have Undercut Tree Removal cut out and replace the corner of Hall and South St., the sink holes on Howe St., and South Water St., in front of the White Gull Restaurant for the price of \$11,000.00
Motion Passed**

There was then talk of Locke St. and how horrible the road is in front of Seaside Cottages. The Town of Lockeport owns one side of the road, and the Municipality owns the other side. Residents from both sides of the road have been complaining about the state of the road. There is no formal agreement between the Province of Nova Scotia, who looks after the roads for the Municipality and the Town of Lockeport regarding who takes care of what roads that are jointly owned. Councillor A. Chetwynd stated that she read somewhere that the Province of Nova Scotia has a schedule of where the work is to be done on roads and that if the Town goes ahead and paves it then the province will no longer maintain that area, it will be whoever paves it. Councillor Malik said that this needs to be done before damage is caused to vehicles.

06-26-26-06

It was duly moved and seconded that Council instruct staff to use cold patch to fix the potholes on the side of Locke Street that is owned by the Town of Lockeport and that we enter into discussion with the Municipality of the District of Shelburne and the Province of Nova Scotia Department of Highways to come up with an agreement for Locke Street and the Lydgate Road. Motion Passed.

Mayor Amalfa would like to thank the Public Works crew for putting up the flags and getting things ready for Canada Day. He has had residents he runs into say the Town is looking good. Mayor Amalfa also stated that residents around Roods Head are happy that it is blocked off and have offered to help with the clean up when it is scheduled.

Councillor A. Chetwynd would like a policy in place so that Public Works can have more breaks when the weather is hot. Ms. Harding stated that she is always reminding them to make sure they get enough water and to take those needed breaks. Deputy Mayor Hillen stated that it would be in the Occupational Health and Safety Act and Councillor Malik stated that common sense and good judgement is also needed.

11. Committee Reports

- Request for Mary Meagher to be appointed to the Heritage & Tourism Committee

06-26-26-07

It was duly moved and seconded that Council approve the appointment of Mary Meagher to the Lockeport Heritage & Tourism Committee. Motion Passed

- Canada Day Committee Minutes – June 11, 2026

Indigenous Day was not well attended because the person hired to host cancelled at the last minute due to illness.

- Recreation Committee Minutes – June 15, 2026

Notice of Motion – Presented by Connie Lamm, Make Your Move Coordinator

Councillor A. Chetwynd talked about the New Horizons Grant for Seniors programming and that this grant can be applied for every year.

06-26-26-08

It was duly moved and seconded that Council approve Connie Lamm to apply for the New Horizons for Seniors Grant to help support Senior Programming. Motion Passed

12. Other Business

13. Correspondence

- Letter from the Minister of Municipal Affairs regarding notice of upcoming changes

- Letter of Concern from resident, Bill Crosby

Town of Lockeport resident Bill Crosby wrote a letter of concern regarding the fact that Heritage and Tourism Committee have failed to include promotion of the new Ocean Escape Cottages on their Facebook Page, along with the omission of three key components of tourism in Lockeport which are: the Big Beach market, the new Seacaps Playpark and the Artisans Co-Op. Mr. Crosby is also concerned that there is a perceived conflict of interest regarding the Heritage and Tourism Committee Facebook administrators and the fact that Jeff Wood, owner of Seaside Cottages, having been named as one of the HTC FB administrators while this site has been heavily promoting his business.

Mr. Crosby expressed concern that the Committee should be promoting businesses in Lockeport compared to District 6 and 7. Deputy Mayor Hillen spoke on behalf of the HTC and did not feel the Committee was ignoring certain businesses. Deputy Mayor Hillen invited Mr. Crosby to make a presentation to the HTC if he wishes to. There was discussion and disagreement among Council members raised in the correspondence, including the administration of the Heritage and Tourism Facebook page, committee governance, and the Town's social media practices. Mayor Amalfa suggested that the policy be reviewed.

06-26-26-09

It was duly moved and seconded that Council review the social media Policy. Motion Passed

14. Information Only

- Email from NSFMR regarding the Provincial Municipal Joint Rural Roads Committee

15. Date of next meeting

- July 10, 2026, at 10:00 a.m.

16. "In Camera"

There was nothing from "In Camera"

17. Adjournment

06-26-26-10

There being no more business, it was duly moved and seconded that the meeting be adjourned. Time 2:41 p.m. Motion Passed

Mayor Derek Amalfa

Town Clerk/Treasurer June Harding

Regular Council Meeting 06262026.min

LIST ON INVOICES ALREADY PAID TO BE PRESENTED AT THE		
JULY 10, 2026 MEETING		
AGAT LABORATORIES	SEWER WATER TESTS	381.90
ATLANTIC INFRASTRUCTURE MANAGEMENT NETWORK	LOCKEPORT PIEVC FINAL REPORT	1,518.48
BELL ALIANT	BEACH CENTRE FOR JUNE	113.86
CHETWYND, ANNA	REIMBURSEMENT FOR SR. BINGO PRIZES	43.69
CHETWYND, JAMES	DRIVERS MEDICAL FOR MFR/FIRE TRUCKS	80.00
CHETWYND, WAYNE	LINE AND HEADS FOR WHIPPER SNIPPER	223.40
DENNIS & SONS WELL SERVICE	CLEANING WELL AT BEACH CENTRE	404.70
DIRT TO DISHES	CANADA DAY PRIZE	96.90
HARDING, JUNE	MILEAGE AND LIFE INSURANCE	171.20
I.B.E.W.	UNION DUES	307.88
LOCKEPORT TOWN MARKET	MILK FOR GRAD BREAKFAST, BLEACH FOR BEACH CENTRE AND POLY BAGS FOR THE OFFICE	21.62
MANULIFE	PENSION FOR EMPLOYEES	1,474.24
MUNICIPALITY OF THE DISTRICT OF SHELBURNE	BRUSH FOR C & D SITE	10.00
NICKERSON, CORY	TECH SERVICES FOR JUNE AND MUSIC FOR FAMILY BEACH BASH	408.33
NOVA SCOTIA POWER	BOARDWALK FOR JUNE	141.24
PAYROLL	JUNE 13 - JULY 1	17,951.24
PROPERTY VALUATION SERVICES	25% ASSESSMENT SERVICES COST RECOVERY	2,763.42
R. ZWICKER AND TRAILER REPAIR LTD.	BOLTS, SCREWS, WASHERS ETC. FOR MFR	1,344.36
SEEBLICK PRINTING	INTREPRETIVE SIGNS - PD BY MYM	4,924.80
SHELBURNE AND AREA LIONS CLUB	CIVIC NUMBERING FOR SOCCER FIELD	22.00
SOU'WEST NOVA TRANSIT	TRANSIT FROM SURF LODGE TO AFTERNOON SOCIAL	200.00

TRANS-WORLD DISTRIBUTING	HEX NUTS, WASHERS AND BOLTS FOR GATE AT ROOD SHEAD	162.66
TRI-COUNTY REGIONAL CENTRE FOR EDUCATION	EDUCATION TAX FOR JULY AND CATCH UP WITH PAYMENTS	12,903.35
WOODWORKERS HOME HARDWARE	LAGS FOR GATE AT ROODS HEAD	24.97
XEROX	SERVICE INVOICE	195.12
XEROX	LEASE 43 OF 60	246.13
YARMOUTH BIG BOUNCE	DAY	2,952.32
	TOTAL	48,705.91



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June 25, 2026

Mayor Derek Amalfa and Members of Town Council

Town Council

Town of Lockeport

26 North Street, PO Box 189

Lockeport, NS B0T 1L0

Re: Artist Acknowledgement - The Red Petticoat Historical Sign

Dear Mayor and Town Council,

I am writing to you today regarding the historical interpretive sign installed at the lookout across from Cranberry Island, which beautifully details Lockeport's famous "Red Petticoat Story." As a local resident and the artist commissioned to bring this vital piece of our town's heritage to visual life, I am incredibly proud of how the installation serves to educate and inspire both locals and visitors.

When the project was initially coordinated with the organizer, George Harding, it was discussed that a brief acknowledgement or write-up regarding the artist would be included with the final display. At the time of installation, the focus was rightly placed on executing the historical text and imagery smoothly, leaving the artist's profile to be updated at a later date.

Now that the installation is complete and being enjoyed by the community, I would like to formally request that a small, professional plaque or vinyl write-up be added to the existing structure to provide context on the artwork's local creation.



(902) 319-0026



hello@saltyswabbers.ca



www.saltyswabbers.ca

(12)



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Senior Services

tians
the voice of tourism



WCB
NOVA SCOTIA



Nova Scotia
LOYAL

As a business owner and watercolour artist deeply rooted in the South Shore, my goal with this piece was to capture the profound resourcefulness and courage of Lockeport's historical women. Having a brief artist statement attached to the monument would not only fulfill the project's original intent, but it would also highlight the connection between Lockeport's rich maritime history and its contemporary local arts community.

I would be happy to provide a brief, pre-drafted bio and collaborate with the town's maintenance or recreation department to ensure that any addition matches the aesthetic and high standard of the current sign.

Thank you for your time, consideration, and continuous dedication to preserving our local history. I look forward to hearing your thoughts on how we might move this forward.

Sincerely,

Layla Crouse

Owner & Strategic Director

Salty Swabbers Housekeeping Inc.



(902) 319-0026



hello@saltyswabbers.ca



www.saltyswabbers.ca

HARMONY BAZAAR FESTIVAL OF WOMEN AND SONG

P.O. BOX 249

LOCKEPORT, N.S., B0T 1L0

July 6, 2026

Town of Lockeport
Lockeport, N.S.
B0T 1L0

Dear Mayor and Councillors:

RE: Street Closure

This letter is to request approval for street closures during the Harmony Bazaar Festival of Woman and Song weekend. We are asking on Friday, July 24, 2026, Hall Street from Spruce to Beech Street to be closed to vehicular traffic from 5:00 p.m. to 10:00 p.m., on Saturday July 25, 2026 Hall Street from Spruce to Beech Street to be closed to vehicular traffic from 1:00 p.m. to 10:00 p.m. as well as on Sunday, July 26, 2026 from 1:00 p.m. to 4:00 p.m.

Thanking you in advance for approval of this request.

Sincerely,

A handwritten signature in black ink, appearing to read "Ellen Suttle". The signature is fluid and cursive, with the first name "Ellen" being more prominent than the last name "Suttle".

Ellen Suttle
Secretary

Council Status Report: June 2026*Mayor Derek Amalfa***Meetings Attended:**

<i>Date</i>	<i>Committee</i>
June 1	Shelburne Co Nova Scotia Health Group
June 1	Recreation Committee
June 2	Clean Foundation - Check In
June 3	Amalgamation Steering Committee
June 4	Roseway Manor Board Meeting
June 5	M. Broley - Website Update
June 8	Clean Foundation - Funding Application
June 11	LRHS Awards Banquet
June 12	Town of Lockeport Regular Council
June 15	SWNT AGM
June 15	Heritage & Tourism Committee
June 16	Birds Canada / Canadian Geographic
June 16	Clean Foundation - Funding Application
June 17	Shelburne County Leadership Meeting
June 17	Joint Community Action Plan Community Engagement
June 18	LRHS Graduation Breakfast
June 21	Legion Breakfast
June 22	CRCC Land Use Planning Workshop (We6)
June 23	Clean Foundation - Annual Check In
June 23	CBDC AGM
June 24	Town of Shelburne Town Hall
June 26	Town of Lockeport Regular Council
June 28	Seamen's Memorial
June 29	LRHS Graduation Ceremony

Website and Digital Communications Update

Work continues on the development of the Town of Lockeport's new website. The overall structure, navigation, and foundational content are now substantially in place.

The website is an important Town asset. It is one of the Town's primary public communication tools and helps provide a clear, consistent, and reliable voice for residents, visitors, businesses, and community partners.

The project is now moving from content creation into review, training, maintenance, and launch preparation.

Current Status

The website framework includes key sections such as Council and Government, Residents, Town Services, Recreation and Parks, Visitors, Business, Emergency Services, Accessibility, Equity and Anti-Racism, and Contact information.

Draft content has been prepared for many areas to provide a starting point and consistent structure. Content related to specific departments, committees, facilities, services, and community programs will be reviewed by the appropriate staff, committees, or community partners before launch.

Staff have also begun working on website updates as they become more comfortable with the new system. This is an important part of the training process and will help build the internal capacity needed to operate, maintain, and take ownership of the website as a Town asset.

The goal is to create a clear and manageable process for keeping information accurate, current, and sustainable over time.

Digital Communications and Social Media Review

At the previous Council meeting, Council passed a motion to review the Town's Social Media Policy and Facebook administrator access. The purpose of this review is to ensure Town-related online communications are clear, consistent, properly managed, and aligned with approved policy.

This review fits with the website launch process. As the Town updates its website, it is also appropriate to review how official and Town-related online communications are managed.

This review will focus on procedure, policy, and consistency, including:

- The Town's current Social Media Policy
- Official Town social media accounts
- Facebook pages connected to Town committees, events, or services
- Administrative access and page ownership
- Roles and responsibilities for posting public information

- How public notices, events, and updates are shared
- How website content and social media updates should work together

Website Hosting and Technical Support

As part of the website launch process, staff are reviewing the Town's website hosting, access, and technical support arrangements. The purpose of this review is to ensure the Town has a clear, reliable, and sustainable process for managing the website.

This review will help determine how the website is hosted, who holds administrative access, how renewals and backups are managed, what technical support is required, and what resources are required for ongoing maintenance.

Staff will gather the necessary information and provide an update to Council on the recommended approach for website hosting, technical support, access, and long-term maintenance.

Target Launch

The current target is to work toward a website launch in **August 2026**.

Before launch, the remaining work includes:

- Confirming page content
- Uploading documents and forms
- Adding photos where appropriate
- Testing links and mobile layout
- Completing a final review
- Reviewing social media links, page access, and related communication practices
- Confirming hosting and technical support arrangements

No formal decision is required from Council at this time. This update is provided for information and to outline the next steps as the Town moves toward launch.

Reports June 2026**C. Hillen****Date**

03/06/2026	Amalgamation Steering Committee
04/06/2026	Roseway Manor Board Meeting
09/06/2026	Nautical Buoy Prep (Sanding & Grinding)
12/06/2026	Regular Council Meeting
15/06/2026	Visited Beach Centre spoke with Manager and staff
15/06/2026	Heritage & Tourism Committee Meeting
17/06/2026	Nautical Buoy (Primer application)
18/06/2026	LRHS Grad Breakfast – Regrets
24/06/2026	Grocery Shopping for July 1sts Cultural Day event
25/06/2026	Nautical Buoy Painting
26/06/2026	Regular Council Meeting
27/06/2026	Nautical Buoy Painting (completed)
27/06/2026	Meal preparation for July 1 st Cultural Day (Italian) and attended event

Councillor A Chetwynd Meetings/Events attended for June 2026

Date- Meeting/Event (Location)

- 01- Rec/MYM Committee (Council Chambers)
- 06- Community Soccer (Soccer Field)
- 09- COMs Check-in, (online Teams)
- 12- Regular Council (Council Chambers)
- 13- Community Soccer (Soccer Field)
- 15- 50+ Potluck Supper (Recreation Center)
- 16- Sr Grant Planning Session (Council Chambers)
- 17- Rec/MYM Committee Special Meeting (Council Chambers)
- 28- LRHS Grad Breakfast (Legion)
- 20- Community Soccer (Soccer Field)
- 23- 50+ BINGO (Recreation Center)
- 26- Regular Council Meeting (Council Chambers)
- 27- Family Beach Bash (Crescent Beach)
- 29- Viewed Set-up of Lg Tent (Seacaps Park)

Councillor Candace Malik June report:

2nd - SAC

4th - WCRL Audit & Risk

11th - July 1st committee

12th - regular Council meeting

18th - WCRL AGM

21st - Hosted National Indigenous Day at beach center

24th - July 1st committee

26th - regular Council meeting

27th - Attended Annual Beach Bash

29th - prep for Canada Day & Seniors Social

30th - Seniors Social

Western Counties Regional Library

Board Meeting Minutes

March 19, 2026

The regular quarterly meeting of the Western Counties Regional Library Board was held on Thursday, March 19, 2026 in the Community Room of the Izaak Walton Killam Memorial Library building in Yarmouth, Nova Scotia. Some members attended virtually via Zoom.

Present:

Councillor Sherry Thorburn Irvine, Board Chair, Municipality of Shelburne.

Councillor George Manzer, Municipality of Digby.

Mayor Clay Kenney, Town of Clark's Harbour.

Deputy Mayor Elizabeth Acker, Town of Shelburne.

Councillor Belle Hatfield, Town of Yarmouth.

Clifford Hood, Yarmouth Public Library & Museum.

Erin Comeau, Secretary – Treasurer.

Present via Zoom:

Councillor Amy MacKinnon, Municipality of Barrington.

Regrets:

Councillor Kathy Bourque, Municipality of Argyle.

Councillor William McCormick, Town of Digby.

Councillor Réanne Evans, Municipality of Clare.

Absent:

Councillor Phil Mooney, Municipality of Yarmouth.

Councillor Candace Malik, Town of Lockeport.

1. Call to Order.

The Chair, Sherry Thorburn Irvine, calls the meeting to order at 1:01 pm. and welcomes everyone present at the meeting and online via Zoom.

2. Adoption of the Agenda.

There being no additions to the agenda, Belle Hatfield moves and George Manzer seconds the adoption of the agenda. Motion carried.

3. Declaration of Conflict of Interest.

None.

4. Minutes of the Previous Meeting.

The minutes of the December 11, 2025 board meeting are circulated. Belle Hatfield moves and Clay Kenney seconds the approval of the December 11, 2025 board meeting minutes. Motion carried.

5. Business arising from the minutes.

4.1 Guidelines for Naming of Buildings.

Erin notes that this item is postponed until the fiscal year 2026-2027 and that it will be added to the 2026-2027 Management Activities.

6. Chair's Report.

Sherry reports that regions are struggling just as we are to maintain library services, with some struggling more than others. She wishes to acknowledge the staff at WCRL for their excellent work. She also appreciates all the board members and the work they do. In 2026-2027, WCRL will receive the same core library funding that it has received for the last seven years. It will not receive the bridge funding that was given previous years to support wage increases. Still, the WCRL Board's priority remains the same: to secure long-term sustainable funding for library services across the region and the province.

7. Director's Report.

Erin reports that she normally presents a written update on Management Activities but was unable to because of unforeseen circumstances that caused her to be absent for a

few weeks prior to the meeting. Activities of note since the December board meeting include:

- Hiring MNP to manage bookkeeping as of April 1, 2026.
- Managing bookkeeping with Shannon Raynard, Deputy Director and preparing year-end reports for White Perkins Associates.
- Managing outstanding project grants and submitting year-end reports.
- Overseeing the design for the new library in Pubnico. The construction started in March.
- Training Breanne Muise, our new Community Outreach Manager, as she takes over some public relations manager duties and settles into her new position.
- Preparing 2026-2027 Operating Budget scenarios.

Discussion on Director's Report:

Belle Hatfield reports that the Nova Scotia Federation of Municipalities is working on advocacy for public libraries in Nova Scotia. There is a discussion on how municipalities are responsible for the library buildings in the region with the exception of the McKay Memorial Library and the Yarmouth Public Library and Museum. The town and municipality in Shelburne contribute financially to the McKay Memorial Library's building and maintenance costs. Erin states that it is important for the Province of Nova Scotia to understand how much the municipalities and towns pay to operate and maintain the library buildings across the province.

8. Approval of the Financial Statement.

The February 28, 2026 Trial Balance report was presented. Elizabeth Acker moves and Belle Hatfield seconds to accept the February 28, 2026 Financial Statement as submitted. Motion carried.

9. Audit, Risk and Finance Committee Chair's Meeting Report

In the absence of the Audit, Risk and Finance Committee Chair, Sherry Thorburn Irvine gives a report on the committee's budget meeting that was held on March 11, 2026.

10. Budget Recommendations.

In reviewing the board generated revenues, Erin recommends that the Adopt-A-Book campaign be postponed for the year. Management is not in a position to manage a large campaign in the absence of a campaign manager (formerly the Public Relations Manager). Erin also points out that funds from the library's reserve accounts will be required to balance the budget. A discussion is held on hiring a third party for large fundraising campaigns. This discussion will resume at a later date. The Audit, Risk and Finance Committee will be reviewing WCRL's fundraising strategy as part of the service review. Some positions remain vacant while they are being reviewed.

At 1:45 pm, Elizabeth Acker moves and Belle Hatfield seconds that the Board go in-camera.

At 1:56 pm, the Board resumes the regular board meeting.

Elizabeth Acker moves and Clifford Hood seconds to accept the 2026-2027 Budget as presented. Motion carried.

11. New Business.**9.1 Communications re: future of WCRL**

Erin will prepare draft communications to align with the timeline for stakeholder consultations. She hopes that stakeholder consultations surrounding the future of library services will begin in September 2026. She will email all staff later today to inform them that the budget has been approved and that all employees will remain in their current positions at their current stated hours for the year. She hopes this will relieve some of the stress they feel in response to some of the stories about regions struggling to maintain library services. Board members may want to share this information along with the future plans for stakeholder consultation with their councils.

9.2 Stakeholder consultation and decisions on future of WCRL

Erin recommends that a consultant be hired by June so that consultations may begin after the summer holidays. She recommends that she request a proposal from Davis

Pier Consulting, who has worked on a number of library projects in recent years and would be up-to-date with the current state of the library.

It is moved by Elizabeth Acker and seconded by Clifford Hood that WCRL engage a consulting firm to undertake a comprehensive community consultation and service model analysis to guide the evolution of library service for the region and inform a future strategic plan. Motion carried.

12. In-Camera.

This item was carried out in # 10 above.

13. Other.

No other

14. Around the Table.

Clifford Hood reports that YPL&M has awarded a contract to replace the walkway to the library. YPL&M, with Erin's help, applied for an accessibility grant to cover some of the cost of the project.

Erin thanks both Clifford and Elizabeth for their work on the YPL&M and SLBA boards, respectively.

15. Next Meeting – proposed date.

The next quarterly board meeting date is Thursday, June 18, 2026 at 1:00 pm. This will also include the AGM as well as the AGM of the Charitable Association.

16. Adjournment.

The meeting adjourns at 2:14 pm.

(25)

Western Counties Regional Library Annual Report



2025 - 2026



From Our Board:

As Chair of the Western Counties Regional Library Board, I wish to communicate our annual report in a spirit of partnership and shared responsibility.

Libraries: Cornerstones of Community

Our libraries remain universally accessible, safe, public spaces. They are open to all, without barriers or appointments, contributing vital communal space to the people we serve.

As social infrastructure, libraries are interwoven into the fabric of Digby, Yarmouth, and Shelburne Counties. Our services reflect and respond to community needs, shaped by an ever-changing social and economic landscape.

Libraries: Partnership and Stewardship

The Western Counties Regional Library Board acknowledges the importance of our provincial and municipal funders, and the commitment of our key stakeholders. Together, we work to ensure library services are delivered within a framework of sustainable and stable funding.

We recognize that fiscal pressures create strain on systems and on the people those systems serve. In that context, the Board remains committed to serving the public professionally through programs and services that are responsive to community needs, while working diligently with our provincial and municipal partners toward stable, sustainable funding.

Libraries: Our Core Mandate

Our mandate is clear: our people and our service delivery. The Western Counties Regional Library Board looks forward to continuing to work with the Province of Nova Scotia, our municipalities, and all stakeholders to ensure that libraries continue to meet the needs of rural Nova Scotia today and into the years ahead.

Respectfully submitted,
Sherry Thorburn Irvine
Chair, Western Counties Regional Library Board



From Our Executive Director:

We are pleased to present our Annual Report, highlighting the many services and activities that took place across our library system over the past year.

Our libraries are vibrant gathering spaces, bustling with activity and connection. Together, our dedicated staff, along with our community partners, continue to provide meaningful services to residents throughout Digby, Shelburne, and Yarmouth counties.

This year, we delivered more than 1,000 programs attended by over 10,000 people and loaned more than 251,194 books and other materials, reflecting the continued growth in library use and community engagement. As our communities evolve, so do our services. By combining the expertise of our staff with the knowledge and support of our partners, we continue to adapt and respond to emerging needs.

Public libraries occupy a unique place in our communities. We welcome everyone. From children's science clubs to technology training for seniors, our libraries bring people together to learn, connect, and thrive. We are proud of the positive impact our libraries make every day and remain committed to fostering welcoming spaces where people, ideas, and opportunities come together.

We invite you to join us in celebrating all that libraries represent: the people, the places, and, of course, the books that continue to enrich our communities.

Erin Comeau
Executive Director and Regional Librarian

Library as Space & Place

“Thanks so much for having me share my Lucy with you and your special guests. It was a great way to spend an evening. Now you know where to find me if you ever need crustacean entertainment again! 😊”

– Author Pam Wamback to Barrington branch library on June 5, 2025.



A boy decorates lobster cookies at author Pam Wamback's return visit to the Barrington Library.



10,087

Active Members



183,437

Items Borrowed



67,757

Digital Items Borrowed



109,566

In Person Visits

78,458

Virtual Visits



Community Outreach Manager, Breanne Muise, guides older adults at the All About Apps and Cybersecurity program at the Weymouth Library.



Grade 7 students from École secondaire de Clare visit their art exhibit at the Clare Library.

Library as Space & Place

1,079

*Children's and adults programs.

Enjoyed by

10,426

people.



*Includes passive programs



Yarmouth MLA, Nick Hilton, tours the library Headquarters.

Let's talk about periods!

This year we used funding from our Period Poverty grant from the Government of Nova Scotia to host the Own Your Flow: Period Product Giveaway! This was a campaign across all 10 of our library branches. People learned about period underwear, reusable pads, menstrual cups, and menstrual discs. They could also enter into a draw to win reusable period products.

Our project coordinator, Mahala Sears, led information sessions where people learned more about these products. Sears held a session at each branch. We also had informational programs presented by nurse practitioner, Maria Ceschiutti. She shared information about periods, perimenopause, and menopause. These were at the Barrington, Shelburne, and Yarmouth branches.

At the end of the campaign we gave away products to a total of 77 people! Winners were from Digby, Yarmouth, and Shelburne counties.

Library as Space & Place

Media Literacy at the Library

Community Outreach Manager, Breanne Muise delivered programs on how to spot misinformation on social media. Programs were presented at our Barrington, Digby, Weymouth, and Yarmouth library branches.

Muise also delivered similar programs to Tri-County Regional Centre for Education students in grades 5 to 9. She presented at Islands Consolidated School, Lockeport Regional High School, and Saint Mary's Bay Academy.



Community Outreach Manager, Breanne Muise plays a game with Islands Consolidated students to analyze if a post is true or misinformation.

1-on-1 Technology Help

The library provides one-on-one technology help for patrons who have difficulties using their devices. Community Outreach Manager, Breanne Muise and Systems Administrator, Ryan McKenzie lead these sessions.

Our winter Technology Trainer, Maisie Hayward, offered many more sessions. When asked about the importance of them, Hayward says, “The world is forever evolving and sometimes it can go way too fast, especially technology... it is unfair on those who didn’t get the chance to evolve with it. There will always be people that need help and this work allows for that.”

Library user, Barbara Comeau says that these sessions are very helpful. Technology does not come easy to her and she often needs help with her tablet or Chromebook. She ended her technology help session by saying, “I was stuck before I came today and now I’m unstuck”.

Branches by the Numbers

Barrington

1,107 Members
2,012 Program Participants
16,704 Visits
24,383 Items Borrowed
624 Computer Bookings
8,338 Wireless Connections

Outreach and Book Deposits:

- Bay Side Home
- Home Away from Home Family Daycare
- Ocean View Christian Academy



Cathy from YREACH reads Say Hello at the Digby branch.

Clark's Harbour

219 Members
418 Program Participants
3,409 Visits
3,767 Items Borrowed
116 Computer Bookings
2,439 Wireless Connections

Outreach and Book Deposits:

- Clark's Harbour Elementary School

Clare

645 Members
307 Program Participants
8,242 Visits
9,792 Items Borrowed
699 Computer Bookings
2,898 Wireless Connections

Outreach and Book Deposits:

- Foyer Celeste



Patrons made beeswax wrap and learned about bees with beekeeper Meghan Pond at the Barrington branch.

Digby

1,424 Members
3,193 Program Participants
15,173 Visits
30,746 Items Borrowed
829 Computer Bookings
3,691 Wireless Connections

Outreach and Book Deposits:

- Digby Preschool Co-Op
- Digby Neck Consolidated School

Branches by the Numbers

Lockeport

279 Members
549 Program Participants
4120 Visits
7,186 Items Borrowed
319 Computer Bookings
2,761 Wireless Connections

Outreach and Book Deposits:

- The Fox and the Hare Daycare
- Lockeport Elementary School
- Surf Lodge Nursing Home



Two patrons choosing seeds to take home from the Lockeport branch seed library.

Shelburne

1,182 Members
1,464 Program Participants
10,372 Visits
23,073 Items Borrowed
1,127 Computer Bookings
4,427 Wireless Connections

Outreach and Book Deposits:

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

Pubnico

250 Members
4 Program Participants
2,544 Visits
3,926 Items Borrowed
75 Computer Bookings
1,641 Wireless Connections

Outreach and Book Deposits:

- Nakile Home for Special Care



A group of people socializing at the Westport branch Fibre Group program.

Westport

131 Members
146 Program Participants
2,371 Visits
2,228 Items Borrowed
22 Computer Bookings
1,291 Wireless Connections

Outreach and Book Deposits:

- Old School Stop and Shop in Freeport
- Islands Consolidated School

Branches by the Numbers

Weymouth

723 Members
458 Program Participants
7,938 Visits
16,512 Items Borrowed
662 Computer Bookings
4,272 Wireless Connections

Outreach and Book Deposits:

- Maison Jerome
- Weymouth Consolidated School



Patrons learned to make healthy and hearty salads at the Weymouth branch. This program was made possible by the Food Security Initiative grant from the Government of Nova Scotia's Department of Communities, Culture, Tourism and Heritage.

Yarmouth

4,040 Members
1,875 Program Participants
38,693 Visits
73,420 Items Borrowed
3,522 Computer Bookings
10,939 Wireless Connections

Outreach and Book Deposits:

- 10 local seniors residences



Systems Administrator, Ryan McKenzie speaking to expo-goers at the 55+ Wellness Day expo held at the NSCC Burrigge Campus in Yarmouth.

Teaching New Skills

Kids learn food prep at the library

A snack time program at the library helped youngsters learn about healthy foods and how to prepare them. Various programs ran in the fall at four library branches for youngsters aged two to 12. "Learning food literacy skills at a young age is very important," says Mahala Sears, the library's project coordinator. "It is not widely available in our communities."

Children made their own healthy snacks and learned to clean, chop, peel and prepare food in a safe way. This program was popular with both children and parents. The majority of children attended multiple sessions, Sears says.



Project Coordinator, Mahala Sears taught children aged 6 to 12 how to prepare a nutritious snack at the Digby branch.

"I love it," said a mother who attended all four sessions in Yarmouth with her daughter. "It allows the child and adult to socialize." She said her child "gets to listen to another adult," and "it is something different." The program has increased her daughter's interest in being in the kitchen and helping out.

"It is very important to start learning about food and nutrition, and how to prepare them at a young age to be able to build skills for the future," Sears says. "We have had quite a wide age range attending. The little ones seem very empowered and confident while getting the opportunity to make their own snack."

Another mother who attended the program with her daughter in Yarmouth watched her daughter come out of her shell. "Iva loved it," she says. "She was not social." She is now, she says.

Parents are frequently asking when the next program will be. Digby library clerk Jadyn Samson watched parents and children enjoy attending the program. "The kids have been loving it, and the parents said it's a nice way for their kids to start making snacks independently," Samson says.

Many of the parents asked Sears about where to purchase the child-safe tools. "I have some very budget friendly suggestions for them," she said.

This program was funded by the Food Security Initiative Grant through the Government of Nova Scotia's Department of Communities, Culture, Tourism and Heritage.

Meeting the Needs of the Community

Parent group builds connections at the library

Over the past year a parent group formed and began to meet at the Yarmouth branch to socialize and play. We were able to interview Dede Whitten, who started the group and Kristina d'Entremont, who goes with her son.

Whitten says she and her family recently moved to Yarmouth. She found it hard to get to know and build connections with people in town, so she started a group to meet with other parents of young children.

By the end of summer 2025, the group began to meet at the library. They also attend the Yarmouth branch's Storytime program on Thursday mornings.

d'Entremont began attending the Storytimes with her son when he was about 4 months old. She says, "The first year as a mom is a really big year... Post-partum depression is common and knowing there was something going on that I could attend with my baby was really helpful... [The library] is a community space with no barriers for us to access it. There are no fees to attend, it's welcoming and the kids section is nicely tucked away, so we don't feel in people's way. It feels like you can let the kids explore."

Both mothers brought up a lack of programs in the community that are available for babies. Whitten says, "They're things I never thought about until I had a baby. It's really invisible until you're there and you're like oh, this is why everybody says they're lonely."

They identified the library as an important space for themselves and their families. Whitten says, "The library [is] one of the only third spaces in all of downtown Yarmouth. We use it often."

While discussing their move to Yarmouth, d'Entremont added, "The space is open to explore... I wanted to encourage a love for books and reading with my son. It's also nice to see what other people and their children are interested in reading. We want to continue exploring books with our son as he grows up."



Dede Whitten and her son at the Yarmouth branch.

Working with the Community

Volunteer Income Tax Clinics

The library participates in the Canada Revenue Agency's Community Volunteer Income Tax Program (CVITP) as an organization every March and April. Through it, we provide free income tax clinics to people with low incomes. It has been very successful with 685 tax returns filed during the year.

Our volunteer tax filers have seen an increase in the amount of people looking to have their taxes filed. Volunteer Donna Simmons says, "More and more people are taking advantage of the program and needing it. The cost of tax filing is high and people on a fixed income cannot afford it."

Volunteer Julia Gal, adds that besides the cost, barriers to filing happen when people are "unfamiliar with using a computer, do not have access to a computer, or are not comfortable using the CRA UFile software."

The most common types of clients for the program are older adults, immigrants, and people with income assistance. John Lukeman has been a volunteer with CVITP for 20 years. He says, "Sometimes, you'll be doing someone's taxes as a temporary resident and over the years you get to see them become Canadian citizens."

Some clients find it reassuring to see our volunteers every year. Lukeman says, "People are comfortable seeing the same faces. With filing your taxes commercially, you don't always know the person doing your taxes."

Simmons has a similar sentiment, mentioning "I've gotten to know a lot of people. I've heard some people say, 'Oh good, it's you again!' as they came in. It made me feel happy." She adds that for older adults, the social aspect of meeting with a tax filer is valuable.

We have free income tax clinics at our Digby, Shelburne, and Yarmouth branches. At our Shelburne branch we partner with Our Senior Services to host the clinic.



Patrons listen to Selina Power from Canada Revenue Agency's CVITP. She informs them of tax benefits and credits available to older adults. Attendance was both virtual and in person at the Yarmouth branch.

Improving our Services

Library Accessibility

We continue to work to improve accessibility at the library. In March we created a new Accessibility Committee for our library.

The committee plays an important role to help the library become accessible. It gives advice on finding and removing barriers to persons with disabilities. It helps the library fulfill its responsibility to provide accessible services under Nova Scotia's Accessibility Act.

We received a grant from the Nova Scotia Department of Communities Culture and Heritage to help upgrade our service desks, for accessibility. With the Municipality of Digby and Town of Digby's help, we upgraded the desks in Digby and Weymouth. We continue to work with municipalities and towns in the region to upgrade the service desks in the eight remaining branches.



Adrien LeBlanc (sitting) and Barry Faulkner (standing) as they assemble the desk in Weymouth. Both are employees of the Municipality of Digby.



The new seated circulation desk built at the Digby branch.



Library Support

Public libraries in Nova Scotia are required to raise 3% of their annual operating budgets through local fundraising efforts. Western Counties Regional Library relies on the generosity of community members, patrons, and supporters to help meet this requirement.

We would like to thank everyone who donated money to the library this year. Every contribution played a meaningful role in supporting library services and helping to keep our libraries open and accessible to our communities.

We would also like to recognize the dedication and hard work of the volunteers who serve on the Shelburne Library Building Association and the Yarmouth Public Library and Museum Board. Through their ongoing commitment and stewardship, the McKay Memorial Library and the Izaak Walton Killam Memorial Library buildings continue to be maintained and operated for the benefit of residents throughout the region.

A special thanks to our:

Summer Reading Club Prize Sponsors

- Centre sportif, Université Sainte-Anne
- Digby Area Recreation Commission
- Digby Canadian Tire
- Fundy Restaurant & Dockside Suites
- Mariners Centre
- Nova Scotia Museums
- Municipality of the District of Barrington
- Municipality of the District of Shelburne
- The Shanty Café
- White Perkins Associates Chartered Professional Accountants Inc.
- Wilson's Home Hardware in Barrington

Grant Funders

- **Community Volunteer Income Tax Program** – Income Tax Clinics in Digby and Yarmouth.
- **@NS** – Virtual Programming
- **Old Ladies Home Society** – Accessibility improvements to the Yarmouth branch service desk
- **Nova Scotia Department of Communities, Culture, Tourism and Heritage** – Serving People Better (Accessibility) grant.

Library Support



Regional Library Finances

Expenditures			Revenues		
	2024-2025	2025-2026		2024-2025	2025-2026
Salaries and Benefits	\$1,532,073	\$1,521,728	*Province of Nova Scotia	\$1,426,500	\$1,492,500
Library Materials	\$ 196,278	\$ 150,441	Municipalities	\$ 460,700	\$ 447,800
Other Expenses	\$ 332,008	\$ 351,354	Other Revenues	\$ 220,958	\$ 240,087
Total Expenditures	\$2,060,359	\$2,023,523	Total Revenues	\$2,108,158	\$2,180,387

*Includes \$132,000 in Bridge Funding from the Department of Communities, Culture, and Heritage.



Mary Eldridge (left) and Barb Rodney (right) from the Old Ladies Home Society give their donation to library Deputy Director, Shannon Raynard.



People purchase baked goods and plants from the Lockeport Friends of the Library Plant and Bake Sale.

Kevin chetwynds council reports.

June 6th - kids soccer.

June 12th - regular council meeting

June 13th - kids soccer

June 20th - kids soccer

June 26th - regular council meeting

June 27th - kids soccer.



June 30, 2026

Honourable Nolan Young, MLA
164 Water Street
Shelburne, NS
B0T 1W0

Email: nolan.young@shelburnemla.ca
Re: New Roseway Manor Build

Dear Minister Young,

On behalf of the Roseway Manor Board, we are writing to request an update on the status of the new Roseway Manor replacement project in Shelburne and to seek clarification regarding the reasons for the continuing delays.

When the Province announced the new 112-room Roseway Manor in November, 2023, the project was welcomed by residents throughout Shelburne County. The announcement provided hope that local seniors would soon have access to a modern, long-term care facility and that the aging existing Roseway Manor would be replaced with a facility better suited to meet the needs of residents, families, and staff.

More than two and a half years have now passed since that announcement. Unfortunately, despite the significance of the project and the expectations that were created, there appears to have been very little visible progress. To date, site preparation has not even commenced, and the community has received limited information regarding the current status of the project or the reasons for the delay.

This lack of progress and communication has led to growing frustration within the community. Residents, families, municipal leaders, and healthcare advocates all recognize the importance of this project and are increasingly concerned that timelines continue to slip without clear explanation.

Our community has a significant senior population, many of whom, along with their families, require access to additional care and residential support. The continued delays to this project, regardless of the reasons, are having a tangible impact on some of the most vulnerable residents in Shelburne County. As timelines

remain uncertain, families are faced with increasingly difficult decisions regarding elder care, often with fewer options available to them.

The perception that support for this long-promised project may be diminishing is deeply concerning to residents throughout the region. Given the importance of this facility to the future of long-term care in our community, we would welcome clarification regarding your position on the project, the Province's current level of commitment, and what support can be expected to move the project forward within a clearly defined timeline.

In addition to its importance as a long-term care facility, the new Roseway Manor was expected to serve as a significant economic driver for Shelburne County. The construction of the facility would create employment opportunities, attract additional healthcare and support workers to the region, and contribute to local economic growth. The project was also expected to support further residential development, helping to address local housing needs and accommodate an expanding workforce. As delays continue, the County is unable to realize these broader economic and community benefits, creating further uncertainty for residents, businesses, and municipal leaders who have been planning for the opportunities this development would bring.

There has been considerable speculation regarding the cause of the delay. One persistent rumour suggests that the Province has been waiting for the MacLeod Group to reduce the overall cost of the facility before proceeding. However, it is our understanding that substantial work has already been undertaken to revise and reduce project costs and that this issue has been addressed. If that understanding is correct, it would indicate that project cost reductions are not the primary reason construction has yet to begin.

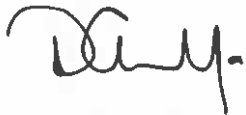
Given the importance of Roseway Manor to Shelburne County, we would appreciate your assistance in providing answers to the following questions:

1. What is the current status of the new Roseway Manor project?
2. Has the Province granted final approval for construction to proceed?
3. What specific factors have contributed to the delay since the November, 2023 announcement?
4. What milestones remain before site preparation and construction can begin?
5. What is the Province's current timeline for the start of construction and eventual opening of the facility?
6. What steps are being taken to ensure the project moves forward as quickly as possible?

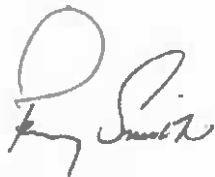
The residents of Shelburne County understand that large infrastructure projects can face challenges and changing circumstances. However, after more than two and a half years with no visible construction activity, the community deserves a clear and transparent update on where the project stands, what obstacles remain, and when residents can expect to see meaningful progress.

We appreciate your attention to this matter and look forward to your response.

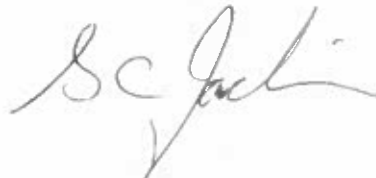
Sincerely,



Mayor Derek Amalfa
Town of Lockeport



Warden Penny Smith
Municipality of Shelburne



Mayor Stan Jacklin
Town of Shelburne

c: Roseway Manor Board Members

PVSC NEWSLETTER SUMMER 2026

IN THIS EDITION:

- Municipal Inquiries
- New Products and Services
- Data Collection and Sharing
- Assessment Industry News
- Municipal Engagement
- Municipal Staff Workshops



Municipal Inquiries

Have you contacted our service desk lately? How was your experience?

When something matters, timely, clear, and reliable responses make all the difference.

At PVSC, we know that every inquiry—whether simple or complex—has an impact on your ability to support property owners, maintain accurate records, and keep processes moving smoothly. That's why we focus on connecting each request to the right expertise and resolving it as efficiently as possible.

From January 1 to June 1, 2026
we received:

Total Municipal Inquiries: 1,126

Top Three Inquiry Topics

General/Administration: **543**

Greenspace: **173**

Account Specific: **306**

Municipal Inquiry Resolution by Team

Service Desk: **738**

Operations: **384**

IT: **13**

Strong relationships with municipalities are at the core of what we do. By providing consistent, professional service and improving access to information, we aim to build confidence in our work—so you can stay focused on serving your communities.

New Products and Services

You told us earlier access to assessment data would support better budgeting and planning—we listened.

Launching in August, the **Insights Report** will provide an early view of estimated taxable assessment values, giving you data and trends ahead of the final roll. Monthly updates through December will refine these estimates as data is updated and new construction is captured.

With earlier, evolving insights into your municipality's tax base and growth, you can plan and make more informed decisions throughout the budgeting cycle.

Is Your Municipality's Growth Being Fully Captured?

Up-to-date permit data and building plans make the difference.

Accurate, current building permit data in PDX, combined with copies of building plans, helps PVSC to identify and value new construction and property improvements as they occur.

To support timely and complete capture of growth:

- Keep your building permit data current in PDX
- Share your building plans with PVSC

Together, this ensures growth is reflected accurately, so your municipality fully benefits from development in your community.

Property Inspections

We're hitting the road—starting next month.

Our assessors will be out across the province completing property inspections.

To maintain an accurate and defensible assessment roll, our teams visit properties to review building permits, collect data, and assess new construction and property improvements.

While inspections happen year-round, site visits increase during the summer and fall. As our presence in your communities grows, safety and visibility remain a priority—assessors use marked vehicles, carry PVSC-issued ID, and wear high-visibility vests.

Watch Our New Video



We've just launched a short educational video explaining why and when property inspections occur, and what property owners can expect.

Help us get the word out!

We encourage you to share it through your municipal social media channels, newsletters, and websites.

Did You Know?

Under the *Municipal Government Act* (MGA), a **dwelling unit** is a self-contained living space, with:

- A private entrance
- Kitchen
- Bathroom

A dwelling unit is considered complete when enclosed, serviced, and ready for independent occupancy—at which point PVSC adds the dwelling unit(s) to the assessment roll.

Independent Assessment Isn't Just a Choice—it's a Leading Practice

Municipalities rely on **accurate, impartial assessment data** to support budgeting, taxation, and financial planning decisions.

A recent independent review of New Brunswick's property assessment system identified independent assessment as a leading practice. The report highlights that separating property valuation from taxation can strengthen transparency, accountability, and public confidence by helping ensure property values are applied consistently and objectively across jurisdictions.

This model reflects how assessment is delivered in Nova Scotia today.

Access the media release [here](#) View the FAQ [here](#).

Conference Highlights

(47)

Where's Paul? If there's a municipal conference happening, you'll likely find him there.

He's been connecting with municipal staff across the province—sharing updates, answering questions, and hearing directly from you about what's working well and where we can continue to improve.

So far this year, we have connected with municipal partners through events hosted by the Municipal Development Officers Association of Nova Scotia (MDOANS), the Association of Municipal Administrators of Nova Scotia (AMANS), and the Nova Scotia Federation of Municipalities (NSFM).

These conversations are an important part of how we strengthen relationships and stay connected to the needs of municipalities.

If we missed you at a recent event, we'd still love to connect—reach out anytime to continue the conversation.



NSFM spring conference. Municipality of Clare's CAO Stéphane Cyr, Councillor Reanne Cooper, Warden Yvon LeBlanc, and PVSC Municipal Account Manager Paul Beazley.



AMANS spring conference. PVSC Board member & NSFM Director Ian Morrison; East Hants CAO Kim Ramsay; AMANS President Victoria Brooks (CAO District of Yarmouth); and PVSC Municipal Account Manager Paul Beazley.

2026 Workshop Calendar

Have a question about assessment data? Let's walk through it together.

Our municipal staff workshops are designed to provide practical, easy-to-use guidance you can apply in your day-to-day work. Sessions cover assessment data, reports, and key processes—along with the opportunity to ask questions and connect directly with PVSC staff.

Watch for your invitation the week prior to each session and click Accept to register.

September 2026	September 1 September 17 September 29	Assessment 101 iasWorld & Pictometry SAI Portal & Reports
October 2026	October 15 October 27	PDX Portal Daily & Weekly Reports
November 2026	November 12 November 24	Monthly & Quarterly Reports NSAAT
December 2026	December 10	Year-end Reports 

For general inquiries or to schedule a training session, please contact servicedesk@pvsc.ca or call 1-800-380-7775.



July 6, 2026

The Honourable Nolan Young, MLA
Nova Scotia House of Assembly

Email: nolan.young@shelburnemla.ca
MIN-LSI@novascotia.ca

Dear Minister Young,

Re: Request for an Update on the Status of the New Roseway Manor Project

On behalf of the Shelburne Area Chamber of Commerce, We are writing to request an update on the status of the new Roseway Manor project that was announced by the Province in 2023.

The Chamber views this project as one of the most significant investments in the future of Shelburne County. Beyond providing much-needed long-term care capacity for our aging population, the construction of a new Roseway Manor represents an important economic opportunity for our region. The project would generate employment during construction, create permanent healthcare positions, stimulate local business activity, and strengthen confidence in the future of our rural communities.

Equally important is the impact on the residents and families of Shelburne County. Demand for long-term care continues to grow, while local options remain extremely limited. Many vulnerable seniors are forced to leave their communities and loved ones to access appropriate care elsewhere. A new Roseway Manor would help address this critical need and allow more residents to remain close to their families and support networks.

The Chamber would also like to express its support for the efforts of the Roseway Hospital Charitable Foundation and the Roseway Hospital Board as they seek information regarding the delay of this vital project. We share their concern and believe the community deserves a clear understanding of the current status, the reasons for the delay, and the anticipated timeline for moving forward.

We respectfully request any information you are able to provide regarding:

- The current status of the Roseway Manor project;
- The factors contributing to the delay since the 2023 announcement;
- The anticipated timeline for the next stages of planning and construction; and
- Any actions being taken by the Province to ensure this important project proceeds as soon as possible.

The Shelburne Area Chamber of Commerce remains committed to advocating for initiatives that strengthen our local economy and improve the quality of life for residents. We believe the new Roseway Manor is essential to



both of these goals, and we stand with our healthcare partners and community members in supporting its timely advancement.

We would welcome the opportunity to meet with you to discuss the project and how the Chamber can support efforts to move it forward.

Thank you for your attention to this matter. We look forward to your response and to working together to ensure this important investment becomes a reality for the people of Shelburne County.

Sincerely,

A handwritten signature in blue ink, appearing to read "Anita Telford".

Anita Telford
Chair, Shelburne Area Chamber of Commerce

Cc Mayor Stan Jacklin, stan.jacklin@shelburnens.ca

Warden Penny Smith, warden@municipalityofshelburne.ca

Mayor Derek Amalfa, derekamalfalockeport@gmail.com