

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

**1. Call to order**

**2. Silence Electronic Devices**

**3. Approval of Agenda**

**4. Presentation – Belliveau Veinotte 2022/23 Audit**

**5. Approval of Minutes**

- Regular Council Meeting Minutes July 10, 2023

**6. Department Reports**

- Community Coordinator Report (Page 1-2)
- Administration Report (Page 3)

**7. Finance**

- List of invoices already paid in the amount of \$57,654.43 (Page 4-5)
- Funding request – Lockeport Greenwave Jr. Girls Basketball (Page 6)

**8. Other Business**

- Consultation with adjacent Municipality Policy (Page 7)
- Public Participation Policy (Page 8)
- Street Closures for Harmony Bazaar (Page 9)

**9. Committee Reports**

- Recreation Report (Deputy Mayor DeMings-Taylor) (Page 10-19)

**10. Correspondence**

- Two Billion Trees Program Launch (Page 20-21)
- Letter from Property Valuation Services Corporation (Page 22-29)
- Letter from Kids Fair Play Fund (Page 30)

**11. Date of next meeting**

- September 11, 2023 at 6:00 p.m.

**12. Adjournment**

①

Community Coordinator Report to Council  
for July 24, 2023 meeting

**General** – summer programming is well underway and despite the wet and soggy weather things are going along well there with loads of positive feedback from participants. I continue to stay busy with the chores of wrapping up Canada Day festivities, managing a number of infrastructure projects and providing guidance and supervision to the six Rec. Dept. Summer staff as well as two Harmony Bazaar summer staff.

**Tennis Courts** - the fence mesh and additional gate have been installed. The initial stages of installing the new rubberized surface have begun, but was slowed down by more bad weather. I hope to report at the Council meeting that the installers have returned to complete the resurfacing (as of the time of writing this report the company was scheduled to return on July 24).

**Asphalt Painting** - We've been in contact with Louis Aube of Sherwin Williams in regards to carrying out a training session with Recreation and Public Works staff on our new painting equipment. He had hoped to come on Thursday, July 27 to carry out the training, but that date will not work for our Public Works Department, so I will continue to work with Louis in an effort to schedule a new date in the near future.

Respectfully submitted,

Frances H. Scott  
Community Coordinator

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Grace Barry

Town Of Lockeport – Council

15-week Internship – Sustainable Transportation Coordinator

I started work on May 13, the Saturday before my internship started to help with the Make Your Move grand launch day. That Monday I started my internship with a three-day skills and knowledge building conference put on by the Clean Foundation.

So far I've put work into research on electrical car chargers. I drew up multiple maps and I'm planning to install trail signs for the CNR and Trestle with our nine week Meegan in the coming two/three weeks.

During June the Town of Lockeport participated in the ParticipAction Challenge to see which community is the most active in Canada. Fran asked me to oversee this initiative and make sure local participation was being submitted to ParticiPaction. We ended the challenge with 22,500 minutes.

For July 1, I helped with indigenous day (games and display), Multicultural day, general site preparations for the festival, carnival booths, grand parade, waterfront concert, senior social, video street dance and did general management to help Fran move the day along smoothly.

I've been helping the recreation department with programming and ran two outdoor programs with more being planned. The two already ran were an orienteering afternoon and a hiking and plant identification afternoon. I've also helped with planting sessions for knowledge sharing.

I've taken part in three training sessions, SAFETalk Suicide Prevention, NSWalks Leader, and Active Start Soccer. With the walk leader training I have two walking groups, one on Monday morning and one on Wednesday night.

I'm also heavily involved in coaching soccer as I played soccer ten(ish) years or more and I like running around and helping build their fundamental movement skills.

Also, during my time here the rumble strip has been installed on the AT lane on the side of Hall St. It was also painted with a 4in white line on the outside of the rumble strip.

In addition to the things noted above, I've been involved in helping out with a number of other recreation department projects (including calling bingo for seniors) as well as assisting Fran with providing supervision and guidance to other summer staff team members.

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

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

To date, I have issued eight (8) development permits for the 2023/2024 fiscal year. (Total permits issued for 2022/2023 was eight)

**BUILDING PERMITS ISSUED 2023/2024 FISCAL YEAR**

To date, there have been three (3) building permits issued for the 2023/2024 fiscal year. (Total permits issued for 2022/2023 was thirteen)

**TAX COLLECTIONS**

*As of July 19, 2023, outstanding taxes are as follows:*

2020 & prior = \$15,534

2021 = \$4,846

2022 = \$32,492

2023 = \$91,088

**Total outstanding is \$143,960**

The Federal Government is addressing the outstanding taxes owed by tenants occupying crown properties at the North Government Wharf location. I do not have anything to report at this time pertaining to their progress other than they assure me they are still working on it. The total of outstanding taxes on these accounts is \$3,521 plus interest on six Gear Shed accounts and \$19,054 plus interest on a sub-leased account.

**Municipal Modernization**

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

**Accounting Administrative Assistant Positions**

This position has yet to be filled.

**Variance Application**

The variance application which was submitted by Cotters Ocean Products has been withdrawn.

Joyce Young  
Town Clerk/Treasurer

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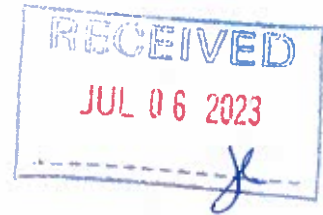
**LIST OF INVOICES ALREADY PAID TO BE PRESENTED AT THE  
COUNCIL MEETING OF JULY 24, 2023**

4 IMPRINT	OUTDOOR BANNER FOR GRAND STREET PARADE	139.25
4 IMPRINT	DOG BANDANA - PET PARADE	797.12
AGAT	SEWER WATER TESTING	335.23
ASSOCIATION OF MUNICIPAL ADMINISTRATORS	2023 FALL CONFERENCE CONTRIBUTION	435.47
BARRINGTON GROUND SEARCH & RESCUE	TRUCK PURCHASE AND 2023 CONTRIBUTION	1,760.00
BELL ALIANT	OFFICES, ELEVATOR, EMO	170.86
BELL MOBILITY	STREETS, RECREATION	141.16
CULLIGAN WATER	DRINKING WATER	109.50
GREENWAVE FISHERIES	APPEAL RESULTS AND INTEREST	2,367.32
HARDING, JUNE	LIFE INSURANCE	18.00
I.B.E.W.	UNION DUES	373.78
KIDS FAIR PLAY FUND	2023 CONTRIBUTION	750.00
LAWRENCE, WALLY	PARADE OF LIGHTS - 2ND PRIZE	500.00
LIFESAVING SOCIETY	LIFEGUARD FOR GREASE POLE EVENT	182.90
LOCK STOCK & BARREL	1ST PRIZE - GRAND STREET PARADE	250.00
LOCKEPORT CEMETERY	25% SHARE OF TOTAL TICKET SALES FOR RAFFLE FUNDRAISER - \$4,165.00	1,041.25
LOCKPEORT PHARMACHOICE	2ND PLACE - GRAND STREET PARADE	100.00
MACINTOSH, ROBERTA	RAFFLE FUND RAISER TOP PRIZE	500.00
MANULIFE	LIFE INSURANCE	2,710.08
MBW COURIER	COURIER SERVICES	33.48
MORASH, TREVOR	PARADE OF LIGHTS - 1ST PRIZE	1,000.00
MORNEAU SHEPELL	HEALTH BENEFITS	862.62
MUNICIPALITY OF THE DISTRICT OF SHELBURNE	MPAL CONTRIBUTION	1,000.00
NICKERSON, CORY	DAY MUSIC, SOUND TECH, VIDEO DANCE, PIE EATING TROPHY	1,025.00
NOVA SCOTIA POWER	BOARDWALK	129.15
PAYROLL	JUNE 12 - JUNE 30	21,890.90
RIEKSTS, RITA	HONORARIUM FOR GREENWAVE BASKETBALL CAMPS	500.00
ROSEWAY HOSPITAL CHARITABLE FOUNDATION	2023 MEDICAL STUDENT SPONSORSHIP	252.00
SHELBURNE ASSOCIATION SUPPORTING INCLUSION - SASI WORKS	TEN DOZEN CUPCAKES	172.50
SHELBURNE COUNTY ARENA ASSOCIATION	2023 GRANT	1,020.00
SOBEYS	JULY 1ST YOUTH EVENT	59.48
SOU'WEST NOVA TRANSIT	2023 CONTRIBUTION	1,000.00
TRI-COUNTY REGIONAL CENTRE FOR EDUCATION	MONTHLY EDUCATION TAX PLUS INCREASE FOR THE MONTHS FROM APRIL TO JUNE	11,729.24
WOODWORKERS HOME HARDWARE	FOUR CASES OF WHITE STRIPING PAINT AND TWO CASES OF YELLOW STRIPING PAINT, PRESSER WASHER FOR FIRE DEPT.	1,302.44

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WORKERS COMPENSATION	MUNICIPAL OPERATIONS ADMINISTRATIONS	1,025.38
	OPERATIONS, CONSTRUCTION &	
WORKERS COMPENSATION	MAINTENACE	424.93
WORKERS COMPENSATION	FIREFIGHTERS	363.63
WORKERS COMPENSATION	SUB-CONTRACTORS	149.49
XEROX	SERVICE AND LEASE - 7 OUT OF 60 PAYMENTS	348.52
XTR FOSS NATIONAL LEASING	GAS FOR VEHICLES	683.75
<b>TOTAL</b>		<b>57,654.43</b>

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## Lockeport Greenwave Jr. Girls Basketball

To whom it may concern,

My name is Sonya Elliott, I am writing on behalf of the Lockeport Jr. Girls basketball team. As you all probably know that Lockeport is very well known for their school basketball program. As we are a very small school in order to get new uniforms we have to fundraise. The team hasn't had new uniforms in some time. We are going to fundraise to be able to purchase these hopefully this season.

We would greatly appreciate any donation that you are able to give. Should you make a donation you will be given a receipt.

If you have any questions feel free to send me an email at [sonyacotter@live.ca](mailto:sonyacotter@live.ca)

Any cheques can be made out to Lockeport Regional High school with Jr Girls Basketball in the memo.

Thank you for your time

Sincerely,

Sonya Elliott & LRHS Jr. Girls Basketball

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**TOWN OF LOCKEPORT  
POLICY STATEMENT**

**Policy MPS 8-1**

**CONSULTATION WITH  
ADJACENT MUNICIPALITY**

**Effective Date:**

**Revision Date:**

**Intent**

It is the intention of Council of the Town of Lockeport to amend the Town’s Municipal Planning Strategy to include Implementation – Policy 8-2 as follows:

This Municipal Planning Strategy and its associated Bylaws apply only to lands within the Town of Lockeport; however, activities that occur within the Town have the potential to affect the adjacent Municipality of the District of Shelburne. This may be direct, such as the generation of traffic or trespass of noise or odours across borders. It may also be indirect, such as through effects on the market for various types of development in neighbouring areas. Council believes that it is important to consider the input of the adjacent Municipality when considering amendments to this Municipal Planning Strategy.

**Implementation Policy 8.2**

Council shall consult with the adjacent Municipality of the District of Shelburne when:

- (a) adopting a new Municipal Planning Strategy to replace this one; and
- (b) when considering amendments to this Municipal Planning Strategy that would affect lands abutting the adjacent Municipality.

**Town Clerk/Treasurer’s Annotation For Official Policy Book**

Date of Notice to Council Members  
Of Intent to Consider (7 days minimum): February 27, 2023

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 MPS 8-2**

**PUBLIC PARTICIPATION**

**Effective Date:**

**Revision Date:**

**Intent**

It is the intention of Council of the Town of Lockeport to amend the Town’s Municipal Planning Strategy to include Implementation – Policy 8-1 as follows:

Whereas Section 204 of the Municipal Government Act requires that when considering the amendment, review or replacement of a Municipal Planning Strategy Council must seek the input of Town citizens, property owners, and other interested person, it is resolved that the following shall be the Policy of the Town of Lockeport:

In the matter of soliciting public input into the planning process:

1. The Planning Advisory Committee shall be responsible for identification of a process appropriate to each planning exercise for soliciting public input into the planning process and in all cases shall include at least one public meeting;
2. Notice of any meetings considered appropriate pursuant to the above shall be posted in the Town Office and published at least once in a local paper providing at least one (1) weeks’ notice in advance of the meeting date;
3. To the extent deemed appropriate the Planning Advisory Committee shall seek input from identifiable community stakeholder groups.
4. Minutes of public participation meetings shall be provided to Council together with any recommendations from the Planning Advisory Committee in relation to a planning exercise.

Town Clerk/Treasurer’s Annotation For Official Policy Book

Date of Notice to Council Members  
Of Intent to Consider (7 days minimum): February 27, 2023

Date of Passage of Current Policy: \_\_\_\_\_

I certify that this Policy was adopted by Council as indicated above.

\_\_\_\_\_  
Town Clerk/Treasurer

\_\_\_\_\_  
Date

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Joyce Young

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**From:** Cory Nickerson <cory@lockeport.ns.ca>  
**Sent:** Sunday, July 16, 2023 9:39 PM  
**To:** JOYCE  
**Subject:** Fwd: Street Closure

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**Cory Nickerson**  
Mayor - Town of Lockeport  
(902)656-2209 (Direct)  
(902)656-2216 (Office)

The content of this email is confidential and intended for the recipient specified in message only. It is strictly forbidden to share any part of this message with any third party, without a written consent of the sender. If you received this message by mistake, please reply to this message and follow with its deletion, so that we can ensure such a mistake does not occur in the future.

Begin forwarded message:

**From:** Garrett Chetwynd <[boxoffice@harmonybazaar.com](mailto:boxoffice@harmonybazaar.com)>  
**Date:** Jul. 16, 2023 at 9:31 p.m.  
**To:** Cory Nickerson <cory@lockeport.ns.ca>  
**Cc:** Ellen Suttle <[ellen.suttle56@gmail.com](mailto:ellen.suttle56@gmail.com)>  
**Subject:** Street Closure

Hi Cory,

I am writing on behalf of Harmony Bazaar, we are requesting the ability to closure Hall St between Beech & Spruce St for Harmony Bazaar on Friday July 28 from 5pm to 9pm and Saturday July 29 from 9am to 11pm as we have done in previous years. Should this be approved we would also request the use of four barricades from the Town.

Thanks,  
Garrett

Town of Lockeport - Recreation Committee  
July 17, 2023 Meeting

Minutes

The meeting was called to order 6:00 p.m., June 17, 2023, by the Chair, Deputy Mayor Dawn DeMings-Taylor. Also in attendance were: Councillor Dayle Eshelby, MaryAnn Swansburg and Community Coordinator, Frances Scott. Regrets: Mike Hupman and Grace Garren.

Agenda:

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

Minutes:

**It was duly moved and seconded that the minutes from the June 22, 2023 meeting be approved as circulated. Motion carried.**

Reports:

*Community Coordinator* - Fran stated that her report for June 5 - July 15, 2023 was circulated by email before the meeting. Fran then went on to point out a few report highlights whereby she indicated that Fran added that as usual this time of year considerable effort had been dedicated to Canada Day chores along with establishing summer programming. Fran made particular note that she had recently supplied Garth MacIntosh with white paint, with which he had immediately painted the trim on the right field dug out at the ball field. A copy of Fran's report is attached as part of these minutes.

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

*Facilities* – Fran stated that work has been moving along well at the tennis courts with the new fencing including an additional gate have already been installed and the first stages of resurfacing are underway. Work has stalled temporarily due to

bad weather, but Fran stated that she is confident the work will continue when weather permits since the company's equipment and supplies remain on site at the courts.

### Old Business:

*Jr. Leader program* - Fran stated that she is very pleased with uptake for this program in that there are currently seven young people actively engaged in both the training program and volunteering. So far two training programs have been carried out with both summer recreation staff and Youth Leader trainees in attendance. NCCP Active Start Soccer Coaching and the Making Tracks Bicycle program are what have been completed to date.

*Summer program* - Fran reported that summer programs are going along well despite an abundance of damp and rainy weather. Attendance at some programs remains low, but those in attendance are very happy with the quality of the events. The first half of four Greenwave basketball camps went very well and Fran was happy to report that Mark Peterson at The Bayman had donated two large pizzas and two large garlic fingers (totalling over \$100 in value) to be distributed to Camp participants on their last day. The second half of the camps are taking place this week. Interest in Active Start Soccer remains strong this year.

### New Business:

*Volunteers* - It was noted that while we have already named Lockeport Firefighters for recognition in October, there has been no one identified yet for August and September. Fran read from an email note she had received from the Mayor on June 26 indicating that he felt Lockeport Town Market was worthy of recognition as "Rod and Tammie always come forward to donate product, etc for events and they donated as well as took collections of food and supplies during the wild fires." After a short discussion about these and other deserving volunteers, the following motion was forthcoming.

**It was duly moved and seconded that Lockeport Sea Derby Committee be recognized as Volunteers of the Month for August, and that Lockeport Town Market be recognized as Volunteers of the Month for September. Motion carried.**

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*Communities on the Move Navigator position* - Fran circulated a job description/ad outlining a part-time one year position (15 hours/week) to act as a Community Navigator to connect with the business community on matters relating to Make Your Move Lockport. The Committee reviewed the materials and it was agreed that it would be best if the position could start in the fall as summer vacations are wrapping up and school is going back in. A wage discussion also took place and the group landed on a wage between \$17 and \$20 per hour based on the specific qualifications of the individual we end up hiring.

**It was duly moved and seconded, that it be recommended to Council that the Communities on the Move Leadership Team be authorized to proceed with advertising and hiring for a part-time one year position of Community Navigator to start September 11, 2023. Motion carried.**

*See attached position Description*

Next Meeting:

The next meeting was scheduled to be held Tuesday, September 19, 2023 at 6:00 p.m.

Adjournment:

There being no further business, a motion to adjourn was put forth and the meeting adjourned at 7:05 p.m., July 17, 2023.

Respectfully submitted,

Frances H. Scott  
Recording Secretary

Community Coordinator Report  
June 5 - July 15, 2023

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

**General** – Daily check in meetings with staff June 5 to July 15 – printed letters for staff to take to RCMP to request criminal records checks worked throughout June to populate July/August planning calendar in creating summer program framework – Kevin and works crew brought me a chair to replace mine that broke on June 13 – approached Joyce on June 19 to discuss disability accommodation in light of golf cart decision by Council, Joyce immediately advised me to speak with Council, to which I asked that a meeting be facilitated as soon as possible and next morning I met with Council and Joyce, June 26 received delivery of rental electric scooter as Council's experiment in accommodating me in my work - drafted agenda and sent out meeting notices to Rec. Committee for June 22 meeting, when I recorded meeting minutes, later typed up minutes to submit for Council meeting packages;

**Communities on the Move pilot** – dealt with Fundy Textiles (and Joyce) to process bucket hat order – attended provincial meeting on line June 13 to discuss basic data parameters with research team as well as next steps – worked with Benn on next version of Plan – attended on line provincial meeting June 27 for Senior Week presentation, Research Team update, CPRA tool kit review – met with Benn and Elisabeth Bailey on June 29 to discuss part time position description;

**Facilities** – met with Andy Stuart to establish July gym use parameters – processed several Rec. Centre bookings in June and July – June 12 met several times with line painters Norbert & Robert (Aberdeen contractor) as he painted white line along AT lane rumble strip – LRHS borrowed folding tables for use at June 15 Awards night – worked with staff to tidy and organize Rec. Centre equipment – provided Garth MacIntosh with white paint, which he used in painting right field dug-out (his original paint was to cover vulgar graffiti) - sent email note to Louis Aube on July 14 to seek training date for asphalt painting equipment;

**Accessibility** – met with Adam Detrick on June 6 to prepare application for Community Works funding to support a pilot project Accessibility Coordinator position for Eastern Shelburne County – attended on line meeting Community of Practice for Accessibility Leads on June 8;

**Programs** – checked on gym time for elementary after school programming in June – took Grace to LES on June 8 to promote orienteering after school program – emailed parents regarding after school program details – provided supervision and leadership for after school program on June 9 (11 children + 2 teens), provided supervision and leadership for after school multisport program on June 12 (18 children + 3 teens) - gathered prizes and got help from Benn, Grace and Alisica on June 15 for Seniors Bingo, created posters for Seniors Bingo and Boccia

opportunities - reached out the Nicole Ramey and Soccer NS to set up a meeting to discuss Active Start Soccer Coach training, June 20 met with Nino of Soccer NS and with Benn to plan training – supervised Teen after school frisbee session on June 16 (3 teens), provided supervision and leadership for after school program on June 19 (14 children + 2 teens) – printed new bingo caller sheets – met with Rita to discuss Greenwave Camps, later drafted promotional materials and left at LRHS for Rita to review – registered for codes to be used by Soccer Coach Trainees to access NCCP Locker for on line portions of training, also applied for funding assistance through Keep It Moving (no word yet), later distributed codes to trainees – regular Facebook posting and message management – carried out design, artwork and lay-out for summer guides, later got help from Jill in proofreading and printing, then distributed to all elementary students at LES and later to local stores and points of contact – fielded numerous messages by Facebook and text for Greenwave inquiries, then whenever possible responded via email – went through concussion training for Soccer with four youth leadership trainees on July 3 – updated, printed and circulated Greenwave registration forms – attended camps on and off each morning July 4, 5, 6, then July 7 also prepared certificates, prizes and pizza and garlic fingers for camp celebrations (help from Christian Garron, HB staff) to help with registration, etc. – greeted Marisa and Nino when they arrived on July 4 for Active Start Soccer Coach practical training session, later in day checked in several times on clinic - set up for and called Senior Bingo on July 6 with help from staff and Emily Swim reviewed bike clinic materials on June 10 and took the lead on clinic the next day with help from Jaxon for the morning session – July 11 picked up donated flowers from Lacender Hill for seniors gardening workshop the next day (received very positive comments on workshop from three seniors who attended) – contacted Lock, Stock & Barrel and Town Market on July 12 to order food for Seniors Picnic – met with Bevin and Amy at RBC to discuss Lockport Open and potential volunteering opportunities for RBC staff – sent July 12 email to circulate Greenwave Camp info to participants for Camps #3 & #4, spent time same day trying to contact Red Cross for info on Babysitting training - at Soccer Field with all staff July 13 to start up Active Start Soccer Program (6 kids) - checked in on Adult crafts in Rec. Centre, which went very well with at least 8 participants - more attempts to contact Red Cross - July 13 Mark Peterson waived payment for Greenwave Camp pizzas and garlic fingers (\$101+) - picked up additional free plants from Lavender Hill on July 14 for use in Junior Gardening Workshop;

**Grants - Clean Leadership** – completed on line employer package review and sign now process June 21

*New Horizons/Recreation Facility Development programs* – met with

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HGYPC reps (Bill & Mike) June 5 to review tennis court progress to date and budget – called Jim MacDonald of Nova Fencing on June 13 when he said they planned to come to town on June 19 – met with Joyce and New Horizons project officer on line June 13 to review progress to date, contacted Jim again on June 20 and he asked that we line up a forklift to help unload truck of fencing around lunch time on June 26 – fencing arrived June 28 and was unloaded with Cotter's fork lift and driver, Bill Crosby, Mike MacLeod and others – July 3 fencing crew arrived and I met with Doug MacDonald, company owner to discuss small changes in approach, then checked in regularly July 4, 5 – got help from Public Works crew on July 4 to whip snip around base of courts to prepare for fencing – checked in again with crew that arrived at courts on July 10 to start court preparation, then regular daily checks July 10, 11, 12, 13, 14

*CPRA YEE* – attended mentoring workshop on June 6;

**Festivals** – *Canada Day Celebrations* – redesigned NIPD poster for clarity and sent to Dayle and Madelyne for feedback – got help from Grace to distribute JI booklets and invoices to advertisers around Shelburne and from Rowan for same around Lockeport on June 7 – got Dale and Grace to take , met with Ellen on various issues same date – prepared and submitted festival materials for Council packages – worked hard trying to collect worker schedules, supplies lists, facility requirements and other details for Canada Day celebrations throughout all of July, drafted task/worker spreadsheet for management and organization – drafted license map of Seacaps Park for SRVFD for Canada Day evening – worked with Madelyne to create NIPD invitations, later delivered same to MDS and TOS for Council members – spoke with Paul Warner of Fisheries and Oceans re: COI requirements for Parade of Lights – created cheque requisitions and purchase orders as required to date – sent festival schedule to Nicole Berlinguet for translation – regularly updated budget with actual expenses and revenues – helped Deena Harlow confirm fire inspection report for license application through Andrew Goreham contacted Halifax Circus on June 14 to confirm Canada Day booking – drafted meeting agenda for June 14 and recorded minutes at meeting, later met with Ellen re: banner order for parade, then ordered same next day from 4 Imprint – managed booth bookings for outdoor booths, tables and indoor tables for Canada Day – followed up with Lock, Stock & Barrel and with Seaside Cottages regarding provision of raffle prizes – ordered additional 100 booklets on June 20 – typed up June 14 minutes – set up and ran Indigenous Games on June 21 with help from staff – took brochures to businesses and picked up prizes as requested – designed and mapped site plans for each day of festival – posted on Facebook to seek help with erecting tent on June 22 – provided Kevin with Seacaps map including drain tiles for use in installing large tent (20' X 40') – met with Emily

Swim on June 21 to review vending and other issues, then advised staff to wear gloves and boots for morning work, in morning reviewed safety procedures including use of helmets – printed Committee name tags – met regularly with Kevin at Public Works for help with issues such as erecting tent, putting up pavilion walls, barricades, fencing set up for Mayor, borrowing extra barricades from Shelburne, moving staging – Nancy in June 28 to help staff with making sandwiches for Seniors Social, managed Social, then got help from Jaxon and Meegan to tear down seniors social and set up for Grad Brunch – managed postponement of pet parade on June 29 due to thunderstorm forecast, then executed small parade with five dogs and their families that came anyway, also set up Fire Hall for craft fair, later attended Committee working meeting in Green Room – followed up with Vernon d'Eon's for Parade of Lights prize – worked at Seacaps most of June 30 (Committee focused on prep of Carnival area) – picked up cash and cheques from main office for use on Canada Day – moved tables and chairs around in Fire Hall to accommodate Waterfront concert, than stayed late with Meegan and Jaxon to set up for Craft Fair again, later checked facilities and went home – started out Canada Day in office at 6am to check messages, gather plans and other supplies, discovered two summer staff would not be in and set about to fill in and set up for 8am spot at craft fair by Rowan for vendors and then went outdoor to manage arrival of outdoor vendors, setting up barricades, volunteers and directing other set up as manpower was available, continued from one event to another for rest of day, finishing up at 2am the following morning – back at it next morning with extension cord to Seamen's Memorial, later signage out for Gospel Sing move to Baptist Church, followed by starting to clean up from festival and putting all garbage under cover – July 3 Dale worked for afternoon at Seacaps and we took down three canopies with help from Elsi Himmelman (HB staff) – worked for rest of week on clean up and storage whenever extra time and people allowed – July 7 shared Fireworks facebook announcements, later opened ball field canteen and helped with boardwalk security for event - collected ad fees from the Bayman on July 13 - cleaned up Utility Room of cardboard left there from festival, tidied bandstand somewhat and got tent walls rolled up and inside on July 14 - on July 15 brought in Meegan, Jaxon and Dale to put security fencing back into storage and finished tidying bandstand;

**Community Support** – provided interim uniforms for Minor Ball rookie players on June 7 – met with Cheryl Steeves to plan for Indigenous Day, LES Field Day, etc. – met with Kent Blades and gave him guideline calendar with which to attend rookie baseball scheduling meeting on June 14 – ran two game stations for LES Field Day on June 16 at Old Son's Ball Field – self and four summer staff including two HB staff ran games for LES Day-Camp program in gym on July 12;

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

- Attended planning meeting with Joyce and Kevin on June 15;
- Attended Safe Talk workshop provided free through Jevin Link Foundation;
- Attended Council meeting with report on June 26 (managed coordination of Grad brunch and seniors social using Fire Hall prior to Craft Fair);
- attended on line Special Hazards for Special Events risk webinar June 27.

Respectfully submitted,

Frances H. Scott  
Community Coordinator

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## Position Description

Town of Lockeport

Make Your Move Lockeport Business Navigator

### Overview

"Make Your Move Lockeport" is a project supported by the Province of Nova Scotia to address the current issue of physical inactivity by encouraging simple, unstructured movement that can be easily integrated throughout the day in small bouts of movement. Through this initiative, the town is creating a "movement for movement" in which citizens are supported to move more. The Lockeport Business Navigator position was created to support this project.

Opportunities for movement are influenced by policies and programs from multiple municipal and town departments, as well as businesses and other organizations in the community. This position is key to bringing small businesses and organizations into the project so that all facets of community are supported and involved.

The Business Navigator will advance this goal by supporting the Community Coordinator, the Make Your Move Lockeport Leadership Team, as well as businesses and community organizations by building relationships with other businesses and community organizations with similar goals.

This position reports to the Lockeport Community Coordinator.

### Key Outcomes and Responsibilities

The Business Navigator will provide leadership to the Town of Lockeport staff and the Make Your Move Lockeport Leadership Committee in completing initiatives outlined in the Make Your Move Lockeport strategic plan and communication plan.

1. Support the completion of strategic plan objectives using:
  - Business and community engagement
  - Local, regional, and provincial partnerships
2. Ensure that strategies and initiatives address the following:
  - Priority Area: the integration of simple unstructured movement in a minimum of bouts throughout the day.
  - Priority Groups: businesses and workplaces
  - Program Outcomes:
    - Provide supports for movement during the workday
    - Physical environment supports for other less structured movement
    - Workplace policies to support movement

3. Work in collaboration with Lockeport Community Coordinator and Municipal Physical Activity Coordinator to:
  - Support Make Your Move Lockeport leadership team with plan implementation and associated projects as required
  - Mobilize the business community, build capacity, and develop leadership
  - Support businesses and community groups to provide simple movement opportunities to residents and visitors
  - Facilitate the development of movement-friendly work environments
  - Leverage social marketing and other existing movement and physical activity initiatives, as appropriate
4. Monitor and support budgets as required.
5. Execute work in a safe manner in accordance with organizational and other legislated Occupational Health and Safety policies, procedures, regulations, guidelines and/or standards.

#### Qualifications and Experience Requirements

The successful applicant will have the following:

- Demonstrated capacity in effective written and oral communication and social media
- Demonstrated experience in partnership or network building in a community setting
- Strong project management and outcome-oriented implementation skills
- High fluency in MS Word, Excel and other platforms that promote efficient and effective communication
- Experience in program or project implementation
- A background in physical activity promotion or similar relevant experience
- Understanding of the movement/physical activity and recreation delivery systems
- Valid driver's license
- Occupational Health and Safety courses in: WHMIS, First Aid and CPR as well as other OHS training and certification as required for assigned tasks.

#### Terms and Conditions of Employment

The Community Navigator position will be funded through a grant as part of the Province of Nova Scotia's Communities on the Move initiative.

Term: Part time position, 15 hours per week for one year

Start Date: TBD



**Joyce Young**

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**From:** Patterson, Kathleen <Kathleen.Patterson@novascotia.ca>  
**Sent:** Monday, July 10, 2023 11:18 AM  
**To:** AMA Maritime List Serve  
**Cc:** Bockstette, Simon  
**Subject:** 2 Billion Trees Program Launch

This email was forwarded via the AMANS listserv. If you reply to this message it will be sent to all members. To reply privately to the sender - please delete the amans@lists.gov.ns.ca e-mail from the To: Make sure you only have the person you wish to see the message in the To: e-mail address.

Good Afternoon,  
Please see below for information from Natural Resources and Renewables related to the 2 Billion Trees Program Launch.  
Thanks!  
Kathleen

*Nova Scotia's Thriving Forests is supporting our province's contribution to national efforts to tackle climate change, mitigate biodiversity loss and secure healthy forest ecosystems for future generations of Canadians.*

*Through funding provided by the Government of Canada's 2 Billion Trees program, and the Province of Nova Scotia, Clean Foundation is working with the provincial government to develop and deliver tree planting initiatives across the province, with the goal of planting 21 million trees. This will happen by working with interested proponents to develop and fund up to 100% of planting projects, connecting them with service suppliers and supporting a local seed stock inventory.*

*This program is open to Provincial government, municipal and local governments, not-for-profit organizations, for-profit organizations, indigenous organizations and communities, and individuals such as private landowners are all welcome and encouraged to share their expression of interest.*

*All projects must be planting incremental trees, meaning above and beyond any current legally required tree planting activities, and not be part of business-as-usual commercial forestry activities. Examples of successful projects may include (but not limited to): Reforesting an area after a wildfire, reforesting an urban area that has fallen to disease, afforestation on retired agricultural land, restoration of legacy forest landings or forest roads, urban planting projects, initiatives to improve biodiversity and habitat resilience, reforesting an area where disturbances impact a critical habitat, infill planting or underplanting to increase biodiversity of an area.*

*In addition to searching for landowners and organizations who want to have trees planted on their land, we also are searching for suppliers of seed stock, materials, and personnel. Based on successful recipients and project needs we will match projects to suppliers. If your project has a specific supplier that you wish to work with, we ask you to share that information.*

*Expressions of interest are open and available on our website: [Nova Scotia's Thriving Forests - Clean Foundation](https://cleanfoundation.ca/thriving-forests/) Expressions of interest are reviewed and assessed as they are received. To ensure your project is assessed for the first phase of planting, please submit before 11:59 PM on August 15, 2023. If you would like to stay up to date on this deadline and others – please visit our webpage and join our mailing list: <https://cleanfoundation.ca/thriving-forests/>.*

**Kathleen Patterson (She/Her)**

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Director, Strategic Policy and Planning

Department of Municipal Affairs and Housing

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Maritime Centre, Floor 8 North, 1505 Barrington Street

PO Box 216, Halifax, NS B3J 2M4

 (902) 478-3112

 [Kathleen.Patterson@novascotia.ca](mailto:Kathleen.Patterson@novascotia.ca)

You are currently subscribed to amans as: [townoflockeport@ns.sympatico.ca](mailto:townoflockeport@ns.sympatico.ca)  
To unsubscribe send a blank email to [leave-738550-4953743.788d8ccd7af18ce6fae2936b81fc99ba@lists.gov.ns.ca](mailto:leave-738550-4953743.788d8ccd7af18ce6fae2936b81fc99ba@lists.gov.ns.ca)

July 14, 2023

**Re: PVSC Service Commitments**

To Chief Administrative Officers:

In June of 2018, to provide clarity to municipal administrative leaders regarding the services administered and delivered by Property Valuation Services Corporation (PVSC) and to demonstrate our commitment to quality, a five-year *Service Level Agreement* was developed outlining PVSC's operational activities, legislatively prescribed timeframes, and quality standards.

Today, I share with you PVSC's *Service Commitments*, effective June 2023-2028, which supersedes the expired *Service Level Agreement*.

The *Service Commitments* summarize PVSC's activities and services under applicable legislation and services agreements and serve as a foundation for regular and open communication and information sharing between PVSC and municipalities.

PVSC's fulfillment of these commitments is provided each year in our annual report.

If you have any questions or would like to discuss this document, please contact Municipal Account Manager, Paul Beazley, at 902-240-7507 or [paulbeazley@pvsc.ca](mailto:paulbeazley@pvsc.ca).

Sincerely,



Kathy Gillis  
CEO, PVSC

# Service Commitments

**Prepared by:** Property Valuation Services Corporation

**Date:** June 2023

**Next Review Date:** June 2028

## Objectives

The objectives of these Service Commitments are to:

1. provide clarity regarding the services administered and delivered to municipalities by PVSC;
2. demonstrate PVSC's commitment to quality and fiscal responsibility; and
3. serve as a foundation for open channels of communication and information sharing between PVSC and municipalities.

## Legislation

The *Property Valuation Services Corporation Act*: [Nova Scotia Legislature - Property Valuation Services Corporation Act \(nslegislature.ca\)](http://nslegislature.ca)

The *Nova Scotia Assessment Act*: [Assessment Act \(nslegislature.ca\)](http://nslegislature.ca)

*Assessment Act Regulations*:

- [Assessment Act Forms Regulations - Assessment Act \(Nova Scotia\)](#)
- [Assessment Appeal Cost Recovery Regulations - Assessment Act \(Nova Scotia\)](#)
- [Regulations - Assessment Act - Assessment Appeal Regions \(novascotia.ca\)](#)
- [Regulations - Assessment - Definition Regulations \(novascotia.ca\)](#)
- [Regulations - Assessment - Natural Gas Transmission Pipeline Assessment \(novascotia.ca\)](#)
- [Quorum for a Regional Assessment Appeal Court Regulations - Assessment Act \(Nova Scotia\)](#)
- [Regulations - Residential and Resource Property Taxation Assessment \(novascotia.ca\)](#)
- [Small-Scale Residential Tourist Accommodation Establishments Regulations - Assessment Act \(Nova Scotia\)](#)

## Municipal Support

PVSC has designated staff and communication channels for municipal inquiries, requests, and issues.

Channel	Offering
<b>Municipal Service Desk</b>	PVSC's Service Desk, specifically for municipal staff, is available at <a href="mailto:servicedesk@pvsc.ca">servicedesk@pvsc.ca</a> .

	Service Desk staff can answer questions, triage concerns, provide IT support, share information about shared services, and schedule training.
<b>Municipal Account Manager</b>	The Municipal Account Manager is available to meet with administrative staff to answer assessment questions, schedule and attend council presentations, and will periodically contact the municipality to discuss service levels.  Paul Beazley, <a href="mailto:paulbeazley@pvsc.ca">paulbeazley@pvsc.ca</a> or 902-240-7507
<b>Municipal Training Sessions</b>	PVSC hosts training sessions on a variety of assessment topics, processes, and systems throughout the year.  These sessions are a helpful onboarding tool for new municipal staff and can serve as a refresher for current staff. Each topic aligns with PVSC's assessment cycle to provide timely and relevant information.

### Service Commitments

Service commitments are based on PVSC's operational ability to complete the tasks required within legislatively prescribed timeframes and industry standards, assuming all dependencies (internal and municipal) are met.

### Data Dependencies

Stakeholder	Dependencies
<b>Nova Scotia Land Registry</b>	Nightly exchange of sale transactions, creation of PIDs and AANs, and property ownership changes.
<b>Municipalities</b>	Timely exchange of development plans, building permits, inspection data, property owner address changes, and municipal boundary modifications.
<b>Nova Scotia Assessment Appeal Tribunal (NSAAT)</b>	The Recorder provides administrative functions such as appeal correspondence, scheduling of hearings, and distributing NSAAT member decisions.  The Department of Municipal Affairs & Housing is responsible for the management of NSAAT regarding member appointments, training, and other member personnel matters.
<b>Utility and Review Board (URB)</b>	Responsible for scheduling hearings and distributing decisions.

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## Our Commitments

### Delivery of the Annual Assessment Roll

To provide an electronic copy of the annual Assessment Roll and addendum file, capturing assessment information for all real property within the municipality.

The *Nova Scotia Assessment Act* states:

**52 (1)** *On or before the thirty-first day of December in each year, the Director shall complete the roll and*

*(a) complete and sign a certificate in Form A in the Schedule to this Act and attach it to the roll; and*

*(b) forward the roll and certificate to the clerk.*

A copy of the municipal assessment roll and Certificate of Director is delivered to each municipality via the secure FTP site by December 31 of each year.

The Certificate of Director must be signed by the municipality and **returned to PVSC within 60 days** signifying acceptance of the assessment roll.

### Assessment Roll Quality

To provide a quality assessment roll in accordance with the *Nova Scotia Assessment Act* and standards and roll quality measurements established by the International Association of Assessing Officers (IAAO).

The *Nova Scotia Assessment Act* states:

**42 (1)** *All property shall be assessed at its market value, such value being the amount which in the opinion of the assessor would be paid if it were sold on a date prescribed by the Director in the open market by a willing seller to a willing buyer, but in forming his opinion the assessor shall have regard to the assessment of other properties in the municipality so as to ensure that, subject to Section 45A, taxation falls in a uniform manner upon all residential and resource property and in a uniform manner upon all commercial property in the municipality.*

The Director has prescribed a January 1<sup>st</sup> base date. Property assessments will reflect a market value as of January 1 of the prior year, e.g., property assessments on the 2024 Assessment Roll will reflect a market value of January 1, 2023.

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<p>PVSC uses a State Date of December 1<sup>st</sup>. Property assessment will reflect the characteristics and condition of the property as of December 1 of the prior year, e.g., property assessments on the 2024 Assessment Roll will reflect a property's characteristics and condition as of December 1, 2023.</p> <p>PVSC's intention is to process as many building permits as possible within the current year prior to filing each Assessment Roll. Additionally, PVSC performs monitoring of provincial media and conducts outreach to municipal planning departments to stay current on development.</p> <p>PVSC's annual report provides industry quality measurements and standards by each municipality.</p>
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### Delivery of the Annual Report

<p><b>To produce an annual report that highlights the Corporation's activities, financial performance, and compliance with standards adopted by the Board.</b></p>
<p><i>The Property Valuation Services Corporation Act states:</i></p> <p><b>27 (1) On or before August 1st in each year the Corporation shall provide an annual report to each of its members and to the Minister concerning the previous fiscal year.</b></p> <p><b>(2) The annual report shall include the audited financial statements of the Corporation, a narrative of the Corporation's activities for the fiscal year covered by the report, an evaluation of its activities based on performance measures and confirmation of compliance with standards adopted by the Board.</b></p> <p><b>(3) The Corporation shall present its annual report to the annual conference of the Nova Scotia Federation of Municipalities, and shall also present its proposed budget for the forthcoming fiscal year, its three-year operating plan and its five-year capital plan.</b></p>
<p>The annual report is sent to municipalities and is made available on the PVSC website on or before August 1 of each year.</p> <p>An annual financial audit is conducted by external auditors and results are published in the annual report.</p> <p>PVSC presents its proposed budget for the forthcoming fiscal year, its three-year operating plan, and its five-year capital plan at the Nova Scotia Federation of Municipalities annual conference.</p>

## Assessment Appeal Management

To provide an appeal mechanism for property owners and the municipality for matters respecting wrongful insertion on the roll, omission from the roll, valuation, or classification, and to keep all parties informed throughout the appeal process as required by the *Nova Scotia Assessment Act*.

The *Nova Scotia Assessment Act* States:

**63 (1)** *The notice of appeal shall state with particularity the grounds of objection to the assessment and shall be given not later than thirty-one days after the notices of assessment are served as provided in Section 53.*

**68 (3)** *After having reviewed the assessment, the Director may alter the assessment complained of and shall forthwith notify the clerk and recorder of the change.*

**68A (2)** *A copy of the notice of confirmation shall be sent to the clerk.*

PVSC provides appeal reports to municipalities via the secure FTP site which include all changes to assessment accounts:

- Appeal inventory and summary reports – monthly
- Previous year appeal reports – monthly
- Provincial appeal totals – annually

Barring unusual circumstances and/or situations beyond PVSC's legislative authority, e.g., Nova Scotia Utility and Review Board scheduling, etc., it is PVSC's intention for appeals to be processed within the current roll year.

If an appeal is continued, the Director maintains carriage of the litigation through all further levels of appeal.

## Errors in Assessment

To inform the municipality of changes to assessment accounts that affect property owners.

The *Nova Scotia Assessment Act* states that:

**57 (1)** *Where in any year after the assessment roll has been filed the Director determines that*

- (a) property has been assessed in the name of someone other than the owner;*
- (b) property has been left off the roll;*
- (c) property has been entered on the roll in error;*

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*(d) property has been improperly classified;*

*(e) property has been improperly assessed as taxable or exempt; or*

*(f) a gross and manifest error has occurred in the assessment,*

*the Director may, at any time before the end of the taxation year in respect of which the roll has been filed, issue an amended notice of assessment with the changes required to correct the error.*

*(2) The amended notice of assessment, setting out clearly the change in assessment, the right of the person to appeal the amended assessment and the time within which the right to appeal shall be exercised, shall be served by mailing it to the person assessed by postage prepaid addressed to the last address known to the Director, and the Director shall also send a copy of the notice to the clerk.*

PVSC provides a daily filed roll changes report and a quarterly roll summary changes report, available via the secure FTP site, for municipalities.

Additional reports regarding ownership and address changes are also available to municipalities via the secure FTP:

- Name and address changes and inactive accounts – weekly
- Single Address Initiative (SAI) reconciliation reports – bi-weekly

### Financial Notification and Processing of Payment

To provide the municipality with accurate and timely invoicing and processing of payments.

The Property Valuation Services Corporation Act states:

**37 (1)** *The Corporation shall bill every municipality for its share of the Corporation's budget on or before April 1st in each year.*

**(2)** *Every municipality shall pay its share of the Corporation's budget in accordance with the terms and conditions imposed by the Corporation.*

**(3)** *The Corporation may provide that a bill be paid in instalments at such times as are prescribed by the Board.*

**(4)** *The Corporation may charge interest and impose penalties for late payment or failure to make payments as required by this Section.*

Recognizing the many pressures facing municipalities, PVSC is committed to sound fiscal management and works to mitigate cost increases to municipalities, where possible.
PVSC manages financial accounts with each municipality by sending invoices 30 days in advance of the due date and allowing 30 days post-due date to make payment to the Corporation.
Balances that remain unpaid after the due date are charged an interest rate of 1% per month.

### Value-Added Shared Services

Over the years, PVSC has established different councils and forums, with representation from municipalities, to identify and develop mutually beneficial property-related services. In 2023, PVSC established the Shared Service Collaboration to provide advice and support to the evaluation and enhancement of current value-added shared services, as well as the exploration, development, and adoption of new solutions that address issues or opportunities that affect the delivery of property-related services.

Currently, PVSC administers and maintains the below value-added shared services for municipalities, each with its own service level agreement.

Value-added Shared Service	Agreement Signed
<b>Open Data:</b> datazONE is a single source open data portal for municipal government and assessment data. It has a wide range of datasets and tools that allow users to organize and analyze data. CMHC and STATCAN can utilize this service to collect required permit information, eliminating the need for the municipality to manually compile reports.	May 23, 2017
<b>Permit Data eXchange (PDX):</b> An online repository where municipalities and PVSC share permit and inspection data including documents and photos, as well as track permit progress. An optional PDX mobile application allows building officials to capture permit and inspection data in real-time, using a handheld device.	Jan. 18, 2016
<b>Single Address Initiative (SAI):</b> A single database for the management and sharing of mailing address information for property services. The service utilizes the Canada Post verification software to validate mailing address, updated in real-time, to reduce the amount of undeliverable assessment notices and tax bills.	Feb. 6, 2015
<b>iasWorld &amp; Pictometry</b> Provides municipalities access to assessment information in iasWorld as well as access to mapping and Pictometry imagery.	2010

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Shelburne County  
**Kids' Fair Play Fund**  
Recreation, Sport, Culture for All

A proud partnership between the municipal units of Shelburne County  
Municipality of Barrington, Town of Clark's Harbour  
Town of Shelburne, Town of Lockeport, Municipality of the District of Shelburne

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26 North Street  
PO BOX 189  
Lockeport NS  
B0T 1L0



July 11, 2023

Dear Town of Lockeport

On behalf of Kids Fair Play Fund Program Committee, I would like to thank you for the generous donation. The Fund relies on the kindness of donors like you, and we are truly grateful for your support.

Sincerely,

Adam Dedrick,  
Director of Recreation & Parks  
Municipality of the District of Shelburne  
KFPF Committee Member  
902-875-3544 ext. 225  
[Adam.Dedrick@municipalityofshelburne.ca](mailto:Adam.Dedrick@municipalityofshelburne.ca)