

**TOWN OF LOCKEPORT  
COUNCIL MEETING  
MONDAY, FEBRUARY 27, 2023 AT 1:00 P.M.  
AGENDA**

**1. Call to order**

**2. Silence Electronic Devices**

**3. Approval of Agenda**

**4. Approval of Minutes**

- Regular Council Meeting Minutes February 13, 2023

**5. Presentation**

- Years of Service Presentation

**6. Department Reports**

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

**7. Other Business**

- Development Agreement – Public Hearing Report (Page 6-12)
- Nova Scotia Federation of Municipalities Structure (Page 13-14)
- Sustainable Communities Challenge Fund

**8. Committee Reports**

- Canada Day Report (Mayor Nickerson) (Page 15-28)
- Recreation Report (Deputy Mayor DeMings-Taylor) (Page 29-42)

**9. Information Only**

- Mersey Tobeatic Research Institute Re: Toolkit (Page 43)

**10. Date of next meeting**

- March 13, 2023 at 6:00 p.m.

**11. “In Camera”**

**12. Adjournment**

①

Community Coordinator Report to Council  
February 27, 2023

Specific details of my work for the past month are provided with the Recreation Committee report for January 14 to February 19, 2023.

**Helen Ghent Tennis Courts - YAY!** We've been approved for \$25,000 funding under the New Horizons for Seniors program to complete resurfacing of the tennis courts. Prior to this news, I submitted an application seeking an additional \$23,200 from the Province of Nova Scotia Recreation Facility Development program for a larger tennis court project. It will likely take several months before we get a response to the RFD application, the New Horizons approval will strengthen the RFD application. I've attached a copy of the RFD budget with this report.

**Community Access-Ability Program (NS)** - This project to complete an accessible walkway in Seacaps Park was delayed this year, but recently we were granted an extension for the project into the spring of 2023.

**Seniors Picnic booked** - July 19, 2023 at Seacaps Park.

**Car Show booked** - July 22, 2023 on Volunteers Soccer Field.

**20th annual Lockeport Open Golf tournament booked** - August 19, 2023 at River Hills Golf & Country Club in Clyde River.

Respectfully submitted,

Frances H. Scott  
Community Coordinator

Helen Ghent Tennis Courts Upgrades Budget  
for Recreation Facility Development application  
as of February 7, 2023

Expenses:

Resurfacing tennis courts	\$ 30,974.13	Quote attached by Maritime Tennis Builders
Replacement of fencing mesh	20,336.55	2 Quotes attached: Option 1 of Eastern Fence Erectors and Nova Fencing (Maritime Tennis)
Provide and install backboard (10' X 28' plywood)	6,465.98	Quote attached Option 3 of Eastern Fence Erectors
Perimeter landscaping	7,561.03	Estimate attached by Mike MacLeod (local landscaper)
Purchase three windscreens	1,500.00	Rough estimate based on recent purchases
Accessibility improvements	3,000.00	Rough estimate based on RHFAC (CSA B651) requirements (courts, parking & washrooms)
Contingency	698.38	1% margin of error on budgeted expenses

**Total expenses**

**\$ 70,536.07** Note: All expense figures include municipal share of HST (28.6 %)

Revenues:

New Horizons for Seniors Program	\$ 25,000.00	applied Oct. 31/22, acknowledgement indicates 16 weeks to notification of decision (end of Feb./23)]
Helen Ghent Tennis & Pickleball Club In kind by Tennis/Pickleball players & Town staff	10,000.00	confirmed
Town of Lockeport (cash)	2,000.00	confirmed
RFD funds	10,336.07	confirmed
	23,200.00	amount requested

**Total revenues**

**\$ 70,536.07**

**ADMINISTRATION REPORT  
COUNCIL MEETING  
February 27, 2023**

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

To date, I have issued eight development permits for the 2022/2023 fiscal year. (Total permits issued for 2021/2022 was twelve)

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

To date, there have been eleven (11) building permits issued for the 2022/2023 fiscal year. (Total permits issued for 2021/2022 was nine)

**TAX COLLECTIONS**

*As of February 22, 2023, outstanding taxes are as follows:*

2020 & prior = \$15,561

2021 = \$16,540

2022 = \$63,965

**Total outstanding is \$96,066**

**Meetings, etc.**

**Tax Sale**

There are two properties that are in arrears and in tax sale position. Property owners have been provided a 30 day notice, which ended on February 17, 2023. The next step is to have title searches conducted which adds to the outstanding balance of these two accounts.

**Tri-County Planning Initiative**

We are still working on a budget for this project that fits within everyone’s needs and expectations. The participating Municipal Units, in addition to the Town of Lockeport, are the Towns of Shelburne and Digby and the Municipalities of Shelburne, Barrington, Argyle, Yarmouth and Digby. Uniform language among Southwest Nova Municipal Units’ planning documents is a step in the right direction. We share Building Officials and this will help eliminate confusion.

*The Vision* – Participating Tri-County Municipalities working collaboratively to:

- Modernize and harmonize land use planning for greater predictability for all – citizens, developers and business.
- Support compliance with Provincial mandatory requirements in an environment of finite resources.
- Find solutions to cross-cutting issues like climate change management (e.g. drought, coastal land development, climate management and adaptation).
- Position the Municipal Governments as leaders and influencers in creating the right conditions to support economic development, talent attraction and population growth.

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This plan has been viewed by the Province as a big step forward for Southwest Nova. As a participant in the project, Lockeport will benefit from having the required services at a much reduced cost.

Keeping in mind that our documents are dated 1986, a review is overdue. This will be done within the Tri-County Planning Initiative. Also, future reviews and changes, whether pertaining to Climate Change, Provincial Regulations, etc., will be handled within this initiative.

I have been advised by the Province that the only thing Lockeport needs to address at this time, to be in compliance, is to adopt a policy within our Municipal Planning Strategy pertaining to consultation. The Province will be forwarding a sample policy for our information.

### **Solar Project**

I do not have an update on this project at this time. We are still awaiting word as to whether or not our application to the Provincial Sustainable Communities Challenge Fund has been approved.

### **EMO Meeting**

I attended a Shelburne County East Emergency Management Organization (SCEEMO) meeting on January 31, 2023 in Shelburne. Topics discussed were:

- Regional Emergency Management Organization (REMO) – We have a draft Intermunicipal Service Agreement being circulated among the CAOs and Town Clerk/Treasurers for comment. It will be brought to Council for consideration. This Inter-Municipal Service will become effective beginning in the 2024/25 fiscal year.
- Proposed 2023/24 budget
- Remaining Winter season weather outlook – expecting February to have more snow than we have had so far this winter.
- Generator program – The West Green Harbour Community Centre is now equipped with a generator and is prepared to act as a warming centre if needed.
- Spring EMO/NSEMO Region 3 exercise – It is scheduled to take place on June 7<sup>th</sup>. We will not be given details of the exercise.
- Satellite Communication/Internet – We will ask Mayor Nickerson to provide details about this item.
- Updated EMO Plan – Mike Shand to provide it to all participating units.
- Training – ICS 200 course will be provided in Shelburne County on June 13 & 14. Location to be determined. Dwayne Hunt in Barrington is now qualified to provide the Basic Emergency Management (BEM) course so we will watch for that opportunity in the future. The ICS 100 (Incident Command System) course is available online for free. Elected Officials, due to their actual role as a Council member, are only required to have the BEM; however, it is recommended that they also have the ICS – 402 if possible. (not required). If Councillors are in additional roles, such as fire fighters, etc. there is a schedule of training requirements that I have provided previously.
- We are still looking for a volunteer assistant coordinator and Public Information Officer.
- Further attempts to identify an additional gas station willing to become equipped with a generator to enable them to provide fuel during a power outage, is underway. Right now, there are only two service providers who can. Lock, Stock and Barrel here in Lockeport and another provider in the Barrington area.

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### **Economic Development Meeting**

I was invited to participate in an online Economic Development discussion with other Municipal Units and the Province. The purpose of the meeting was to address challenges we are facing due to workforce shortages, climate change, adequate technology, affordable housing availability, etc. What barriers are in place that seem to be negatively affecting the potential for new business ventures.

Joyce Young – Town Clerk/Treasurer

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**TOWN OF LOCKEPORT  
PUBLIC HEARING  
DEVELOPMENT AGREEMENT  
NICOLE STEPHENS PROPERTY  
116 HALL STREET  
FEBRUARY 16, 2023**

**COUNCIL PRESENT: MAYOR CORY NICKERSON, DEPUTY MAYOR DAWN DEMINGS- TAYLOR, COUNCILLOR MARY MEAGHER, COUNCILLOR KENT BALISH AND TOWN CLERK/TREASURER JOYCE YOUNG**

**REGRETS: COUNCILLOR DAYLE ESHELBY**

Also in attendance was a total of twelve citizens including the property owner.

**1. Call to Order**

Mayor Nickerson called the meeting to order at 6:00 p.m.

**2. Project description – Property Owner(s) or Representative**

Representatives Chad Stephens and Stirling Stephens, on behalf of the property owner, presented a description of the proposed project at 116 Hall Street. There is currently a dwelling on this property and their project would involve renovations to the existing, as well as an addition on the south side of it. The intention is to convert the property into five housing units. Three units would be completely on the ground floor – two of which would be located in the new addition and one in the existing dwelling; one unit would be partially on the ground floor and on the second level of the existing dwelling; and one complete unit on the second level of the existing dwelling. The Land Use By-Law of the Town of Lockeport allows for the conversion up to four units, however the Provincial program that this project is within indicates a minimum of five units. This is the reason for the application to enter into a Development Agreement with the Town. The representatives commented on the need for affordable housing in Lockeport. The availability of such housing, particularly for seniors, will provide alternatives to those trying to maintain a family home on a fixed income. This in turn will provide possible availability of the vacated homes if they are placed on the market. The housing project is in close proximity to amenities which makes it very convenient. The property owner assured the citizens and Council that the historic integrity of the existing dwelling will stay intact. Ample parking and a common area is also within their plans.

**3. Reading of correspondence received regarding the proposed development**

The nine letters received were read in the order in which they were received by the Town Office. Five of those letters were in support of the proposed project and three letters were opposed to the project.

**4. Comments from public in attendance**

Mayor Nickerson then opened the session to comments from the public. Each individual in attendance was given the opportunity to speak either for or against the proposed project. Everyone gave comments except one individual that stated he was there to observe only. All comments made were in total support of the project. Council were urged to approve the application for entering into a Development Agreement with the property owner. The comments made pertained to improvements being made to the property in keeping with the historic design; good alternative for seniors; possible opportunities created for other properties to be available for young working families to purchase; encouraging to see a young couple making such an effort to address a Province wide housing crisis; commitment to the community; opportunities for people to fill jobs; a big commitment by property owners to complete the work required; the real estate market today is hindering many young people from purchasing so the possibility of renting will keep the young people here; and the experience within the market indicates such housing does not have a negative impact on property values in the neighbourhood.

**5. Response by Property Owner(s) or Representative**

Thanks were expressed for the attendees' support. The family completing this project are a young family that live here, raising their family here and want to do what they can to improve the Town.

**6. Adjournment**

The Public Hearing session was closed at 7:00 p.m.

THIS DEVELOPMENT AGREEMENT made this \_\_\_\_ day of \_\_\_\_\_, 2023

**BETWEEN: NICOLE ELIZABETH STEPHENS** of Lockeport, in the County of Shelburne, Province of Nova Scotia.  
hereinafter referred to as the **“Property Owner”**

OF THE FIRST PART

AND

**TOWN OF LOCKEPORT**

A municipal body corporate pursuant to the *Municipal Government Act*, hereinafter referred to as the **“Town”**

OF THE SECOND PART

**WHEREAS** the Property Owner is the Registered owner of certain lands and dwelling (hereinafter called the “property”) which are more particularly described in Schedule “A” attached hereto; and

**WHEREAS** the Property is situated within an area zoned Residential One (R1) on the Zoning Map of the Land Use By-Law; and

**WHEREAS** the Property Owner wishes to obtain approval to convert the existing dwelling to accommodate up to five (5) rental housing units; and

**WHEREAS** Policy number twelve (12) of the Municipal Planning Strategy states It shall be the intention of Council to consider proposals for townhouse and apartment development in the areas designated Residential General (R1) by amendment to the Land Use By-law subject to Implementation Policy 11; and

**WHEREAS** a condition of the granting of approval by the Council of the Town is that the registered owner of the Property enter into a Development Agreement with the Town as per 4.7 of the Municipal Planning Strategy; and

**WHEREAS** the Council of the Town at its meeting held on the \_\_\_\_ day of \_\_\_\_\_, 2023, approved the Property Owner’s application for a Development Agreement to permit converting the dwelling to incorporate a maximum of five units;

**NOW THEREFORE THIS AGREEMENT WITNESSETH THAT** in consideration of the foregoing recitals and for other good and valuable consideration the parties hereto agree as follows:

**1. GENERAL**

- (i) In this Agreement, "Property Owner" means Nicole Elizabeth Stephens. This Development Agreement shall bind each and every Property Owner jointly and severally with the parties hereto.
- (ii) In this Agreement, "Property" means all the land and structures thereon bounding the corner of Hall Street and Allans Lane, in the Town of Lockeport, Civic #116 Hall Street (PID 80078025), more particularly described in Schedule "A".

**2. DEVELOPMENT**

- (i) The Property Owner shall be permitted to proceed with and to develop the Property in accordance with this Agreement.

**3. USE**

- (i) The Property shall be used only for Residential dwelling.

**4. PARKING REQUIREMENT**

- (i) One (1) off-street parking space for each dwelling unit, located within the same lot as the use and having unobstructed access to a public street shall be provided and maintained.

**5. PERMITS AND CONSTRUCTION**

- (i) Notwithstanding any other provision of this Development Agreement, the Property Owner shall not undertake or carry out any development, alteration, repair or modification on the property which does not comply with any statutes and regulations of the Government of Canada, and with appropriate Town By-laws, including without restricting the generality of the foregoing, the Building By-Law for the Town of Lockeport, the Provincial Building Code, and such provisions of the Land Use By-Law as are not affected by this Development Agreement. No permit shall be issued for any development which does not comply with the aforesaid.

**6. COSTS**

- (i) The Property Owners are responsible for all costs associated with recording this Agreement in the Land Registration Office.

## 7. FULL AGREEMENT

- (i) This Development Agreement constitutes the entire agreement and contract entered into by the Town and the Property Owner. No other agreement or representation, oral or written, shall be binding.

## 8. SEVERABILITY OF PROVISIONS

- (i) The provisions of this Agreement are severable from one another and the invalidity or unenforceability of one provision shall not affect the validity or enforceability of any other provision.

## 9. INTERPRETATION

- (i) All words appearing in this Development Agreement which are defined in the Town of Lockeport's Land Use By-Law shall be deemed to have the same meaning as in the Town of Lockeport's Land Use By-Law.
- (ii) Where the context requires, the singular shall include the plural, and the masculine gender shall include the feminine and neutral genders.
- (iii) In case of conflict, the text of the Agreement prevails over the Schedules.

## 10. BREACH OF TERMS OR CONDITIONS

- (i) Upon the breach by the Property Owner of the terms or conditions of this Agreement, the Town may undertake any remedies permitted by the *Municipal Government Act*, including but not limited to any remedies permitted by section 264 of the *Municipal Government Act*.

## 11. TERMINATION OF AGREEMENT

- (i) This Agreement shall be in effect until discharged by resolution of the Council of the Town pursuant to the *Municipal Government Act*, whereupon the Land Use By-Law shall apply to the Property; and
- (ii) The Property Owner shall sign this Agreement within 180 calendar days from the date the appeal period lapses or all appeals have been abandoned or disposed of or the Agreement has been affirmed by the *Nova Scotia Utility and Review Board* or the unexecuted Agreement shall be null and void; and

- (iii) The Town of Lockeport may discharge this Development Agreement if the use described herein has not been commenced within twelve (12) months of the date of this Agreement; and
- (iv) The Town of Lockeport may discharge this Development Agreement if construction of the development is discontinued for twelve (12) months or longer; and
- (v) In this Agreement, the development is deemed to have been commenced or started when a development permit for any part of the development has been issued; and
- (vi) The Town of Lockeport retains the option of discharging this Development Agreement should any fact provided by the Property Owner to the Town constitute a material misrepresentation of the facts; and
- (vii) This Agreement shall enure to the benefit of, and the binding upon the Town and its successors and assigns and shall enure to the benefit of and be binding upon the Property Owner, their heirs, executors, administrators, and assigns, the owner or owners from time to time.

**IN WITNESS WHEREOF** the parties hereto have properly executed these presents the day and year first above written.

**SIGNED, SEALED AND DELIVERED** )

In the presence of )

\_\_\_\_\_  
Witness )

\_\_\_\_\_  
Nicole Elizabeth Stephens )

\_\_\_\_\_  
Witness )

\_\_\_\_\_  
Per: )

\_\_\_\_\_  
Witness )

\_\_\_\_\_  
Per: )

2021-09-16 10:09:46

**PDCA: NOTIFICATION OF APPROVAL**

This is to confirm that we have approved a Parcel Description Certification Application for the following parcel:  
80078025

The Type of Application is INITIAL PDCA.

The Application Number is 715177.

The User Supplied Reference is 21-8303

**Parcel Description:**

ALL AND SINGULAR that certain piece, parcel or lot of land situate, lying and being on the eastern side of Hall Street in Lockeport, in the County of Shelburne, aforesaid and more particularly described as follows:

BEGINNING at the corner of Hall Street and a public lane;

THENCE northerly eighty-five feet, more or less to lands formerly of James Moore and now or formerly of Doran Williams;

THENCE easterly one hundred and ninety feet, more or less, to lands formerly owned by Amessey Fiske and now or formerly owned by Lila Fiske;

THENCE southerly forty-five feet to a post and lands now or formerly of Heber Williams;

THENCE westerly along said lands now or formerly of Heber Williams seventy feet to an iron post;

THENCE southerly along said lands now or formerly of Heber Williams forty feet to the said public lane; and

THENCE westerly along said public lane one hundred and twenty feet to the place of beginning.

\*\*\* Municipal Government Act, Part IX Compliance \*\*\*

Not Subject To:

The parcel was created by a subdivision that predates subdivision control or planning legislation or by-laws in the municipality and therefore no subdivision approval was required for creation of this parcel.

SHELBURNE COUNTY Land Registration Office

**Joyce Young**

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**From:** Darlene Norman <DNorman@regionofqueens.com>  
**Sent:** Thursday, February 16, 2023 12:38 PM  
**To:** townoflockeport@ns.sympatico.ca  
**Cc:** cory@lockeport.ns.ca  
**Subject:** NSFM Electoral Regions

Hi Joyce,

As follow-up to our phone conversation earlier today respecting the Town of Lockeport and the electoral districts of the NSFM:

As a new board member I questioned why Town of Lockeport was clustered with RQM and all the units in Lunenburg County as part of the South Shore Region.

Apparently it was to provide a 'balance of towns and districts' for the Region. At a special board meeting this morning, both Mayor Bollivar-Getson and I objected to this as it made little sense. Lockeport's community of interest in with those other units in the Southwestern Shore Region. Note: While I did not speak to you prior to this, I assumed that you would be better off with units from your own county.

According to those present today and Juanita Spencer all you need to do is send a letter (via email) requesting you be placed in the Southwestern Shore Region and removed from the South Shore Region.

You should do this as soon as possible so it is not missed.

FYI ... Here is the present clustering :

**Southwestern Shore Region** District of Argyle, District of Barrington, District of Clare, District of Digby, District of Shelburne, District of Yarmouth, Town of Yarmouth, Town of Digby, Town of Clark's Harbour, Town of Shelburne

**South Shore Region** Region of Queens Municipality, District of Chester, District of Lunenburg, Town of Bridgewater, Town of Mahone Bay, Town of Lockeport, Town of Lunenburg.

Here are both Wesley Petite (policy) and Juanita Spencer's emails:

Juanita Spencer <jspencer@nsfm.ca>; Wesley Petite [WPetite@nsfm.ca](mailto:WPetite@nsfm.ca)

Looking out for your best interest,

Darlene



(14)

**Darlene Norman** (she/her)  
Mayor  
Region of Queens Municipality  
249 White Point Road  
Liverpool, NS B0T 1K0  
**f: 902.354.3453**  
**c: 902 350 3274**  
[regionofqueens.com](http://regionofqueens.com)

Town of Lockeport  
Canada Day Committee Meeting  
January 11, 2023

Minutes

The meeting was called to order at 6:15 p.m., January 11, 2023 in the Council Chambers of Lockeport Town Hall, by Chair, Mayor Cory Nickerson. Also in attendance were: Councillor Dayle Eshelby, Ellen Suttle, Emily Swim, Nicole Townsend and Community Coordinator - Frances Scott. Regrets: Mabel Mayo and Nancy Williams. Absent: Tiffany Morash.

Agenda:

Fran created a draft agenda and circulated copies to those present.

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

Minutes:

**It was duly moved and seconded that the minutes of the meeting held November 9, 2022 be approved as circulated. Motion carried.**

Old Business:

*Christmas Craft Fair* – It was reported that the event had been very successful with lots of tables and customers. Fran added that the Children’s Craft Table provided by Charlie Whynot was a popular addition.

*Celebrate Canada application* – Fran reported that she had completed and submitted this a few days before the November 21, 2022 deadline.

New Business:

*Canada Summer Jobs application* – Fran reported that she had created notes and provided them to Joyce for use in completing the Town’s 2023 Canada Summer Jobs application including an Events Coordinator position associated with July 1<sup>st</sup>.

*Timeline for 2023* – Fran distributed copies of a festival timeline as of January 10 and the group present discussed a number of tasks that needed to be inserted as well as identifying most event coordinators. The following is a summary of the updated timeline based on the discussion:

Timeline for 2023 - updated January 11, 2023

Completed:

Sept. 28/22 - Committee meeting (2022 event review & 2023 theme)  
 Oct. 12/22 - Committee meeting (2023 theme and draft schedule)  
 Oct. 15/22 - Fall Fest: Corn Boil fund raiser at Seacaps Park  
 Oct. 26/22 - Committee meeting (fine tune 2023 schedule & review Celebrate Canada)  
 Nov. 9/22 - Committee meeting (finalize all details for Celebrate Canada application)  
 Nov. 19/22 - Christmas Craft Fair at Lockeport Fire Hall  
 Nov. 21/22 - Deadline to submit 2023 Celebrate Canada application  
 Jan. 11, 2023 - Committee meeting (timeline and coordinator updates)

Still to come:

Jan. 25, 2023 - Committee meeting (outline brochure)  
 Feb. 1, 2023 - Committee meeting (letter to offer basic festival information/draft schedule)  
 participation opportunities: volunteering, parade route, sponsor, events, donate, advertise  
 Feb. 15, 2023 - Committee meeting (distribution of letters)  
 Mar. 1, 2023 - Committee meeting (determine day pass sellers)  
 Mar. 15, 2023 - Committee meeting  
 Mar. 29, 2023 - Committee meeting  
 Apr. 1, 2023 – Event outlines due from Coordinators  
 May 1/23 - Deadline to submit materials for inclusion in promotional materials  
 May, 2023 - Committee meeting  
 June, 2023 - Committee meeting

**Wednesday, June 21 - National Indigenous Peoples Day**

9:30-11am: **Indigenous Children's Games (coordinator: Fran)**, including a visit to a cultural display on the soccer field (to be held in conjunction with LES Field Day and try to have teepee set up by 10am)  
 11am-4pm: **Indigenous Art & Culture Presentation(coordinator: Dayle)**, based at Crescent Beach Centre, 157 Locke Street, featuring speakers, artwork, food and music

**June 21 - June 30**

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- Raffle Fund Raiser (formerly Day Pass)

**Tuesday, June 27 - Canadian Multicultural Day**

7:00pm: **Multicultural Share Fair (coordinator: Ellen, Emily, Danielle MW and Dayle): celebrating customs of the world**, Lockeport Fire Hall, 67 Hall Street, featuring information booths, food and presentations by people of a variety of worldwide cultures

10am-3pm: **Little School Museum and/or Marine Room Open**, 29 Locke Street [Mayor will work on this issue]

June 29, 2023 – deadline to organize prizes at Lighthouse stage for Awards Celebration

**Friday, June 30 - preliminary Canada Day events**

- **Waterfront Concert (coordinator: Fran)**,

- **draw for King & Queen (coordinator: Dayle)**, during above event

- **Parade of Lights (coordinator: Cory, Tiffany, Emily)**, (need to be better organized on the water) – seeking \$500 sponsor

**Saturday, July 1 - Canada Day**

10-11am: **Children's costume workshop (coordinator: Emily)**, Seacaps Park, 57 Hall Street, to help children prepare to take part in the Children's Parade (face painting and costumes supplied)

10am-3pm: **Sidewalk Chalk (coordinator: Mabel, Emily)**, Seacaps Park, 57 Hall Street (random draw prizes)

10am-3pm: **Craft Fair (coordinator: Summer staff person)**, Lockeport Fire Hall, 67 Hall Street (with sandwich board signs throughout Seacaps Park)

10am-3:30pm (with appropriate breaks): **Recorded music (coordinator: Cory)**, Seacaps Park, 57 Hall Street

10am-3pm: **Children's Carnival (coordinator: whole Committee)**, Seacaps Park, 57 Hall Street

10am-4pm: **Bounce Games (coordinator: Fran)**, (and/or old fashioned rides like the scrambler), Seacaps Park, 57 Hall Street and Old Son's Ball Field, 78 Beech Street

11:00am: **"A Day at the Circus" Children's Parade (coordinator: Mabel, Emily, Nancy)**, start at Cenotaph on Hall Street

11am-2pm: **Open Mic/live music (coordinator: Fran)**, Cultural Park (? Host Sean Corey Meisner)

12-2pm: **Youth event (coordinator: Daniel, Fran)**, (may add hip hop concert to the mix), including 3 on 3 basketball (teens), Lockeport Elementary School playground, 12 Locke St. & LRHS Gym, 10 Locke Street

12:00pm: **Official Opening (coordinator: Cory)**, Seacaps Park Lighthouse Stage, 61 Hall Street

- 1:45pm: **“Little Mac” Antique Car Parade (coordinator: Cory, Emily, Nicole)**, (vehicles 30 years or older), line up at 1:00pm, Spruce Street entrance to Clearwater Parking Lot
- 2:00pm: **“A Day at the Circus” Grand Street Parade (coordinator: Ellen, Dayle)**, (include Show & Shine for other vehicles), line up at 1:00pm, Upper Water Street near North Wharf
- 3:00pm: **Pie Eating challenge (coordinator: Mabel, Fran)**, Seacaps Park Lighthouse Stage, 61 Hall Street (in front of stage)
- 3:30pm: **Celebration Ceremony (coordinator: Cory, Ellen, Emily)**, Seacaps Park, 61 Hall Street
- 4:30pm: **Family Magic Show (coordinator: Cory)**, featuring Ian Stewart, Seacaps Park Lighthouse Stage, 61 Hall Street  
**\$1200 plus HST**
- 6:30pm: **Annual Grease Pole (coordinator: Emily)**, from South Wharf, east end of South Street, participants are required to register at 5:30pm
- 7:30pm: **Live Outdoor concert (coordinator: Cory, Fran)**, Lighthouse Stage, Seacaps Park, 61 Hall Street
- 9:30pm: **Video Street Dance (coordinator: Fran, Dayle)**, Lighthouse Stage, Seacaps Park, 61 Hall Street
- 10:00pm: **Mini Fireworks Display (coordinator: Cory)**, Volunteers Athletic Fields, 50 Locke Street.  
**Glow Products (coordinator: Emily)**,  
(In case of bad weather, the Fireworks Display will be held on the next fine evening.), free glow products for kids

**Sunday, July 2 - post Canada Day events**

- 2:00pm: Seamen’s Memorial (**coordinator: Tim Garren**)
- 3:00pm: Gospel concert (**coordinator: Kent Blades**)
- 3:00pm: Photo Scavenger Hunt (**coordinator: Tiffany**)
- 4:00pm: Soapbox Derby (**coordinator: Cory**),  
Barbeque in Harlow’s driveway on Crest Street

TBD ? **Seniors Social (coordinator: Mabel, Fran)**,

July 3 - holiday in lieu - rest

Note - At 7:15 p.m. Mayor Nickerson excused himself from the meeting to attend an event at the Legion in honour of his grandfather, Eugene Scott.

Next Meeting:

The next meeting was scheduled to take place Wednesday, January 25, 2023 at 6:00 p.m. in the Council Chambers of the Town Hall.

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Adjournment:

There being no further business the meeting adjourned at 7:30 p.m., January 11, 2023.

Frances Scott  
Recording Secretary

Jan 25th @ 6pm, Council Chambers

In attendance: Emily, Cory, Ellen & Dayle

Missing: Fran, Nicole, Mabel, Nancy

Main focus was working on the letter to be distributed with the information packet for people, business etc in regards to the donations/sponsorship and parade entry. We also talked about carnival games, food trucks, budget amounts for each event, prizes for day pass draw, fireworks, people to start contacting for certain events, and Sundays schedule of events (July 2<sup>nd</sup>).

### Letter

Emily will start working on letter and send out a rough draft for people to edit.

What the letter needs:

- who we are, what we do, when its happening (our committee)
- offer free advertising for being a donor or sponsor
- donations: what we are looking for, or could include, for what events
- parade entry info enclosed, rough schedule of events, forms for donations/sponsor
- use Nicole and Fran as a contact people for donations

### Make a donation letter for information package

- events needed for
- contact info, address, phone number of donor
- type of donation: money, in-kind, item, sponsorship
- advertising logo of business

### Information Package

Ellen gave Emily the parade forms to be included in the package. Emily will bring to the next meeting.

### Food Trucks

We spoke about the need of food trucks at the event this year. It will add to to the theme and ensure there is plenty of food options for everyone and also keep people on town for the day. Some of the food trucks that we know about:

- Sweet Idea's (homemade ice cream)
- Andrew's Fish & Chips
- Sugar Hut
- Trishalicious

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- Churro Truck
- Curry Express/Orbits mini donuts

Emily will start reaching out to food trucks to see if they will come and are available. Will also reach out to Val Kean (Town of Shelburne) about the food trucks that come to Shelburne for events.

Dayle mentioned that we can check out the Food Truck Association on Facebook to find out about other food trucks.

We will also make a Facebook post about wanting food vendors and see if we have anyone else reach out about it.

### Children's Carnival

We brainstormed different games we could do in case we need to do them ourselves if no luck with Bill Lynch Shows

- toilet flush (Cory) or dunk tank (Shelb. Fire Dept.)
- milk bottle throw (Ellen will ask about milk bottles)
- steeple chase
- balloon darts
- guessing games (ie: jelly beans in a jar, have a couple jars with diff things in them for people to guess amount and then they would win the contents of the jar)
- bean bag / ring toss
- pick a duck
- penny toss in water
- Nu2u for donations of stuffed animals for prizes
- order prizes
- Ticket booth to purchased tickets for the games; make it affordable (ie: 2 arm length of tickets for \$5)

### Fireworks

- Cory will order the same order as last year for fireworks including the glasses and glow products (~\$2500+)
- Emily will pass out free glow products in the ball field canteen the evening of; maybe sell chips, drinks, etc and use leftovers at soap box derby.

### Budgets for each event

For next meeting could we go over the budget amount for each of the events for planning purposes

### Multicultural Day

Ellen and Danielle met earlier in the day to discuss event

Event will take place at the Beach Center; draw for people to come, better parking

-4-5 cultures: thinking of Peru, Ecuador, Beijing, Romania, Scotland?

-\$50 honorarium for each participant

-food sample for each culture

-committee will cover serving materials, tea, coffee and water

-survey/feedback draw for a gift card & Lockeport coin at the awards ceremony

-Emily will email Joyce about using the beach center for indigenous day and multicultural day in advance

### People to contact ASAP

-Parrot People from Liverpool

-Mary Ayer - clown, bubbles

-Wendy Richardson - balloon animals

### Facebook ASAP

-messages to food trucks

-ask for donations of kids costumes

### Planning for Strawberry Shortcake

-Alma Cotter

-Could this take place @ Fire hall during craft sale?

### Soap Box Derby

-Sunday @ 3pm instead of 4pm

-pre-register for a maximum of 20 kids

-use a different kind of elimination

-purchase snacks (maybe sell at canteen during fireworks the evening before), BBQ stuff - who is going to work this?

-who do we have to help this day from the committee?

### Day Pass Draw (prizes we are hoping for)

1st - \$500

2nd - 2 night stay at Seaside Cottages (~\$400)

3rd - 2 passes to Nordic Spa (~\$200)

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4th - Lobster and scallops

5th - Family Fun package - gift cards to cineplex, gas, sobeys

Talked about getting minutes and meeting reminders out sooner for planning purposes and better attendance from the whole committee.

Next meeting is Feb. 15th at 6pm

Meeting adjourned at 7:34 pm.

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Town of Lockeport  
Canada Day Committee Meeting  
February 15, 2023

Meeting Notes

The meeting was called to order at 6:00 p.m., February 15, 2023 in the Council Chambers of Lockeport Town Hall, by Community Coordinator - Frances Scott. Also in attendance were: Ellen Suttle, Emily Swim and Nicole Townsend,. Regrets: Mayor Cory Nickerson, Councillor Dayle Eshelby, Mabel Mayo and Nancy Williams. It was noted that there were not enough Committee members present for a quorum, but those present agreed to proceed with the meeting informally.

Agenda:

It was agreed that the circulated agenda would be followed for the meeting.

Old Business:

*Christmas Craft Fair* – Fran reported that table fees for the event had totaled \$570.

*Promotional letter seeking support* – Emily circulated a letter package that she has drafted and reviewed with Ellen. The package was reviewed a few items noted for revision. An updated version of the package will be revised for final touches and distribution at the next meeting.

*Promoting Raffle (day pass) sales opportunity* – since we are scheduled to decide who will sell raffle tickets for 2023, Emily offered to promote this by posting this on social media.

*Review of January 25, 2023 meeting notes* – there was added discussion about the need to streamline the Town's vendor policy to make it more accessible for businesses such as food truck operators to take part. Fran said she will ask Joyce to seek information from other municipalities as to how they manage this process. Once a clear path is defined, Emily will post about this on Facebook and reach out directly to contact food trucks we have a list of to encourage their attendance this year. Fran agreed to reach out to the Liverpool Parrot people and Mary Ayer to seek their participation for this year. Emily has been in touch with Wendy Richardson for balloon animals and she is available at a cost of \$335 (2 hr. minimum @ \$65/hour plus travel). Fran agreed to check on minor ball doing the Strawberry Shortcake again by talking to Alma about running the event and Wayne Chetwynd about using the Fire Hall truck bays for the event (like the Firefighters BBQ used to). There was a brief discussion about managing the Soap Box Derby and it was suggested that the event be open to children 10 & under (due to the size of the carts) with pre-registration to accept no more than 16 participants. Emily expects to be on hand to help out that day. It was also noted that Cory has ordered fireworks much like we had in 2022 for this year to be shipped closer to the festival.

New Business:

*Outline brochure* – it was agreed by those present that we plan to produce a booklet style brochure much like last year for the 2023 festival. Establishing ad prices will be on the agenda for the next meeting. Fran will seek cost estimate from Ulrich.

*Timeline for 2023* – Fran distributed copies of a festival timeline as of January 10 and the group present discussed a number of tasks that needed to be inserted as well as identifying most event coordinators. The copy the updated timeline is attached as part of these notes.

*Event budgets* – Fran reported that she is hoping to have a financial report for 2022 by the next meeting, which will include a breakdown of finances for each event to be used in outlining 2023 event budgets at that meeting.

*Winterfest* – Fran stated that this year's Winterfest is coming up in the near future and asked the group to consider hosting an event during this festival. Those present felt it would be good to offer a movie night in the fire hall on Friday, March 3. Nicole will talk to Cory to find out if he would be able to provide a movie. A small admission fee (\$2) would be charged, which would include the movie, a popcorn and drink. Emily, Ellen and Nicole offered to help out for this event.

*Other* – It was noted that there is a need to update our website. This will be put on the agenda for the next meeting.

Next Meeting:

The next meeting was scheduled to take place Wednesday, February 22, 2023 at 6:00 p.m. in the Council Chambers of the Town Hall.

Adjournment:

There being no further business the meeting adjourned at 8:15 p.m., February 15, 2023.

Respectfully submitted,

Frances Scott  
Recording Secretary

**Time line Plan for 2023 - updated February 15, 2023**

Completed:

- Sept. 28/22 - Committee meeting (2022 event review & 2023 theme)
- Oct. 12/22 - Committee meeting (2023 theme and draft schedule)
- Oct. 15/22 - Fall Fest: Corn Boil fund raiser at Seacaps Park
- Oct. 26/22 - Committee meeting (fine tune 2023 schedule & review Celebrate Canada)
- Nov. 9/22 - Committee meeting (finalize all details for Celebrate Canada application)
- Nov. 19/22 - Christmas Craft Fair at Lockeport Fire Hall
- Nov. 21/22 - Deadline to submit 2023 Celebrate Canada application
- Jan. 11, 2023 - Committee meeting (timeline and coordinator updates)
- Jan. 25, 2023 - Committee meeting (letter to offer basic festival information/draft schedule)  
participation opportunities: volunteering, parade route, sponsor, events, donate, advertise)
- Feb. 1, 2023 - Committee meeting - did not happen
- Feb. 15, 2023 - Committee meeting (brochure, letter/package review)

Still to come:

- Feb. 22, 2023 - Committee meeting (finances, brochure, distribution of letters)
- Mar. 1, 2023 - Committee meeting (determine day pass sellers)
- Mar. 15, 2023 - Committee meeting
- Mar. 29, 2023 - Committee meeting
- Apr. 1, 2023 – Event outlines due from Coordinators
- May 1/23 - Deadline to submit materials for inclusion in promotional materials
- May, 2023 - Committee meeting
- June, 2023 - Committee meeting

**Wednesday, June 21 - National Indigenous Peoples Day**

- 9:30-11am: **Indigenous Children's Games (coordinator: Fran)**, including a visit to a cultural display on the soccer field (to be held in conjunction with LES Field Day and try to have teepee set up by 10am)
- 11am-4pm: **Indigenous Art & Culture Presentation(coordinator: Dayle)**, based at Crescent Beach Centre, 157 Locke Street, featuring speakers, artwork, food and music

**June 21 - June 30**

- Raffle Fund Raiser (formerly Day Pass)

**Tuesday, June 27 - Canadian Multicultural Day**

7:00pm: **Multicultural Share Fair (coordinator: Ellen, Emily, Danielle MW and Dayle): celebrating customs of the world**, Lockeport Fire Hall, 67 Hall Street, featuring information booths, food and presentations by people of a variety of worldwide cultures

10am-3pm: **Little School Museum and/or Marine Room Open**, 29 Locke

Street

[Mayor will work on this issue]

**Wednesday, June 28**

2:00 p.m.: **Seniors Social with Dave Burbine Band (coordinator: Mabel, Fran)** Seacaps Park, 61 Hall Street (in case of bad weather this event will move indoor at the Fire Hall, 67 Hall Street.

June 29, 2023 – deadline to organize prizes at Lighthouse stage for Awards Celebration

**Friday, June 30 - preliminary Canada Day events**

- **Waterfront Concert (coordinator: Fran),**
- **draw for King & Queen (coordinator: Dayle)**, during above event
- **Parade of Lights (coordinator: Cory, Tiffany, Emily)**, (need to be better organized on the water) – seeking \$500 sponsor

**Saturday, July 1 - Canada Day**

10-11am: **Children’s costume workshop (coordinator: Emily)**, Seacaps Park, 57 Hall Street, to help children prepare to take part in the Children’s Parade (face painting and costumes supplied)

10am-3pm: **Sidewalk Chalk (coordinator: Mabel, Emily)**, Seacaps Park, 57 Hall Street (random draw prizes)

10am-3pm: **Craft Fair (coordinator: Summer staff person)**, Lockeport Fire Hall, 67 Hall Street (with sandwich board signs throughout Seacaps Park)

10am-3:30pm (with appropriate breaks): **Recorded music (coordinator: Cory)**, Seacaps Park, 57 Hall Street

10am-3pm: **Children’s Carnival (coordinator: whole Committee)**, Seacaps Park, 57 Hall Street

10am-4pm: **Bounce Games (coordinator: Fran)**, (and/or old fashioned rides like the scrambler), Seacaps Park, 57 Hall Street and Old Son’s Ball Field, 78 Beech Street

11:00am: **“A Day at the Circus” Children’s Parade, (coordinator: Mabel, Emily, Nancy)**, start at Cenotaph on Hall Street

11am-2pm: **Open Mic/live music (coordinator: Fran)**, Cultural Park (? Host Sean Corey Meisner)

12-2pm: **Youth event (coordinator: Daniel, Fran)**, (may add hip hop concert to the mix), including 3 on 3 basketball (teens), Lockeport Elementary School playground, 12 Locke St. & LRHS Gym, 10 Locke Street

12:00pm: **Official Opening (coordinator: Cory)**, Seacaps Park Lighthouse

Stage, 61 Hall Street

- 1:45pm: **"Little Mac" Antique Car Parade (coordinator: Cory, Emily, Nicole)**, (vehicles 30 years or older), line up at 1:00pm, Spruce Street entrance to Clearwater Parking Lot
- 2:00pm: **"A Day at the Circus" Grand Street Parade (coordinator: Ellen, Dayle)**, (include Show & Shine for other vehicles), line up at 1:00pm, Upper Water Street near North Wharf
- 3:00pm: **Pie Eating challenge (coordinator: Mabel, Fran)**, Seacaps Park Lighthouse Stage, 61 Hall Street (in front of stage)
- 3:30pm: **Celebration Ceremony (coordinator: Cory, Ellen, Emily)**, Seacaps Park, 61 Hall Street
- 4:30pm: **Family Magic Show (coordinator: Cory)**, featuring Ian Stewart, Seacaps Park Lighthouse Stage, 61 Hall Street  
**\$1200 plus HST**
- 6:30pm: **Annual Grease Pole (coordinator: Emily)**, from South Wharf, east end of South Street, participants are required to register at 5:30pm
- 7:30pm: **Live Outdoor concert (coordinator: Cory, Fran)**, Lighthouse Stage, Seacaps Park, 61 Hall Street
- 9:30pm: **Video Street Dance (coordinator: Fran, Dayle)**, Lighthouse Stage, Seacaps Park, 61 Hall Street
- 10:00pm: **Mini Fireworks Display (coordinator: Cory)**, Volunteers Athletic Fields, 50 Locke Street.  
**Glow Products (coordinator: Emily)**,  
(In case of bad weather, the Fireworks Display will be held on the next fine evening.), free glow products for kids

**Sunday, July 2 - post Canada Day events**

- 2:00pm: Seamen's Memorial (**coordinator: Tim Garren**)
- 3:00pm: Gospel concert (**coordinator: Kent Blades**)
- 3:00pm: Photo Scavenger Hunt (**coordinator: Tiffany**)
- 3:00pm: Soapbox Derby (**coordinator: Cory**),  
Barbeque in Harlow's driveway on Crest Street

July 3 - holiday in lieu - rest

Town of Lockeport - Recreation Committee  
January 17, 2023 Meeting

Minutes

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

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 November 29, 2023 meeting be approved as circulated. Motion carried.**

Reports:

*Community Coordinator* - Fran stated that her report for November 21 – January 14, 2023 was circulated with the packages for the meeting. Fran indicated that a number of issues from the report would be coming up as other agenda items. A copy of the 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 reported that Aberdeen Paving has completed the paving portion of the AT lane and they will be returning in the spring to install the rumble strip and paint a 10mm line on the strip. Fran stated that Dawn has taken care of locking the playground and the Public Works crew removed the tire swing and the inclusion swing on her request and put them into storage for the winter. Fran added that with the warm weather, there is still one net up at the tennis courts and a few people have continued to play.

*School update* - Grace reported basketball is going along well and that exams will be taking place next week.

*NS Communities on the Move Pilot project* - Fran reported that Council had denied the recommendation to proceed with issuing a request for winter trail maintenance proposals. Fran added that in reading the Council meeting minutes, there was no specific reasons cited. Fran asked the Committee for advice about how to proceed in that this particular initiative was a

\$15,000 item in the Communities on the Move budget. After a discussion, it was suggested that Fran should seek clarification and advice on moving forward from Council.

Next Fran distributed copies of the Make Your Move Lockeport flyers and outlined that they had been mailed to all B0T 1L0 addresses right after the new year and are considered by the Leadership team to be a soft launch of Make Your Move Lockeport to start to familiarize the community with the campaign. Fran explained the Make Your Move bingo from the last page of the flyer and showed everyone three samples of the prizes for the bingo.

Fran added that there are several meetings coming up for the Leadership team with provincial Communities on the Move representatives over the next few months and stated that on January 27 to complete a Community Assessment tool with Sarah Moore, who is the research lead for the project. This meeting will be held as a hybrid meeting with some people attending in the Council Chambers and others attending by Zoom. Fran will be sending the meeting invite to all Leadership Team and Recreation Committee members.

#### Old Business:

*Christmas by the Sea* - Fran stated that Christmas by the Sea went very well and there was a short discussion which voiced agreement with this statement.

#### New Business:

*Winterfest* - Fran asked the Committee to endorse February 26 to March 4, 2023 for the festival. There was a discussion about potential events to include for Winterfest, which included asking the Legion if they might do a breakfast, asking Cory if he would do a Movie Night, encouraging the Pickleball group to do a tournament of Fun Night. Fran added that Harmony Bazaar is planning a Coffee House on March 3 and she hopes to hold a Children's Carnival in the gym. At the end of the discussion it was agreed that the dates for Winterfest would be set as February 25 to March 4, 2023.

*Chip Bingo* – Fran stated that in working with Sue Crosby of the tennis & pickleball club on tennis court upgrades, Sue had asked about the possibility of running a Chip Bingo once or twice a month on Tuesday evenings as a fundraiser. Sue had later let her know that the cost of insurance would be a barrier for the group since they are really just getting underway. Fran said that subsequently, she had asked Sue to consider whether the bingo idea might work if the Rec. Dept. took the lead in partnership with the club and this seemed very agreeable to Sue. Fran suggested that the partnership involves the club providing volunteer staffing to run the bingo and the Rec. Dept. providing the facility. Those present also felt this would be a good plan and asked Fran to seek a proposal from the club to define the partnership in order to make sure the terms of the agreement are clearly stated for all concerned.

**It was duly moved and seconded that Fran proceed with negotiating a bingo partnership with the Helen Ghent Tennis & Pickleball Club by seeking a proposal from the Club to begin the negotiation in order to define clear terms for the partnership. Motion carried.**

*Canada Summer Jobs application* - Fran reported that she had created notes and provided them to Joyce for use in completing the Town's 2023 Canada Summer Jobs application including two summer recreation staff positions.

*Family Fun Night program* – Fran explained that she had recently had a request in regards to establishing a supertime free play program aimed at young families. After reviewing community use of the LRHS Gym, Fran determined that to use that facility, a program like this would work best on Fridays between 4:30pm and 6:00pm. Fran was encouraged to pursue the idea provided the program would be suitably supervised.

*Dale Roache 20 years of service* – There was a brief discussion about how to proceed with the presentation of a shirt for 20 years of service to the Town by Dale Roache, during which Dawn stated that the Mayor was planning to make the presentation along with Fran and that she would make the presentation as Deputy Mayor should the Mayor be unavailable.

*CPRA Gender Equity for Recreation Sport workshop* – Fran explained that she was hoping to travel to Bedford on Jan. 19 to take part in this all day workshop. After a brief discussion the following motion was put forward.

**It was duly moved seconded that the Community Coordinator be authorized to attend the CPRA Gender Equity for Recreation Sport training being held in Bedford on January 19, 2023. Motion carried.**

Next Meeting:

The next meeting was scheduled to take place Tuesday, February 21, 2023 at 6:00 p.m.

Adjournment:

There being no further business, a motion to adjourn was put forth and the meeting adjourned at 7:25 p.m., January 17, 2023.

Respectfully submitted,

Frances H. Scott  
Recording Secretary

Community Coordinator's Report  
November 21 - January 13, 2023

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

**General** - supervised and directed Charlie Whynott during Coop work placement on Nov. 23, Dec. 21, Jan. 4, 11- prepared meeting packages, then sent out to Rec. Committee for Nov. 29 meeting, attended meeting and recorded minutes, later typed up minutes and submitted to main office for Dec. 12 Council meeting (Snow Removal Pilot RFP motion) - sorted yard sale items in Utility Room and brought some items to office for use in upcoming bingo events - Jill inventoried t-shirts in office on Dec. 1 and we picked out a few to use as bingo prizes - updated overtime records on Jan. 3 and printed Dec. Report to submit to Joyce later - created basic 2023 calendars for use with various scheduling including community calendar and each facility;

**Communities on the Move pilot** - attended on line meeting Nov. 23 with Make Your Move campaign representatives to discuss logo use, etc. - met with Benn on Nov. 29 to work on draft design of RFP for winter trail snow removal pilot and hiring of potential staff support person - measured Brighton Road guard rail to complete draft RFP and later sent same to Joyce for feedback - attended meeting at LES on Nov. 30 to discuss HPS plans for LES and LRHS - attended on line meeting with evaluation team on Dec. 5 for update on work to date and plan for new year - received word from Joyce on Dec. 13 that Council did not approve the recommendation to issue winter trail maintenance pilot tenders in support of this project - attended another on line meeting with Make Your Move campaign representatives on Dec. 13 for all CoM sites - started working on Make Your Move promotional flyer on Dec. 14 by gathering materials to be included, sent draft of flyer out to Leadership Team for feedback - attended on line meeting held Dec. 20 for Make Your Move at Work, later discussed the potential for our workplace signing on for program with a few co-workers - worked on design lay-out of MYM Lockeport flyer throughout December as able - met with Ulrich in Pleasant Point on Dec. 29 to go over the printing of the flyers - met twice with Ulrich on Jan. 1 to review and edit flyer, later confirmed that he should proceed with printing 750 copies of the flyer (150 copies each of 5 versions) - picked up flyers from Ulrich and got help from Dale and Jill on Jan. 3 to bundle 6 X 100 (600 total) flyers for mailing, took flyers to Post Office and arranged mailing to all BOT 1L0 addresses later that day - sent email to Leadership Team on Jan. 3 to try to schedule January meeting - ordered MYML stickers and a number of other promotional items to be used as prizes for Make Your Move bingo promotion - Benn and I sat together in my office on Jan. 5 to attend a CoM provincial check in meeting - provided feedback on draft Community Assessment tool on Jan. 11 - spoke with individual about potential movement based programs for seniors and sent emails to Mabel and Tabitha Anderson to initiate conversation about potential to start chair yoga program - worked back and forth with 4 Imprint to order stickers and five different prize items for use with MYML Bingo promotion and have already received quantities of tote bags and drawstring sport bags;

**Facilities** - met Wayne Langthorne at Bandstand on Nov. 21 for return of security fencing borrowed for cruise ship visits - spoke with school principal in follow up to Seacaps rock

throwing incident at stage whereby he identified the young people involved, later I had an opportunity to speak with one of them to make sure he understood the impacts of his actions - contacted Ulrich to order more trail signs and two Rec. Centre signs - created map on Nov. 24 with risk sign locations to give to Kevin for sign installation along boardwalk, same day provided map - Nov. 25 Dale and I removed Welcome banner from soccer field, then dried out in Rec. Centre, later put into storage - received parental report of screws sticking out on a piece of Play Park equipment, which was later dealt with by Public Works staff - met with Kevin & Wayne on Beach Corner Nov. 29 to look at initial placements of risk signs for boardwalk - picked up signs for Rec. Centre and trails from Seeblick Printing on Nov. 30 (Kevin & Wayne installed Rec. Centre signs Dec. 1), created new LRHS Gym calendar for December and posted in school main office - Kevin looked after putting smoke free sign back on Play Park fence on Dec. 2 - stored interpretive sign at Roods Head on Dec. 6 - met with Richie Hurlburt on Nov. 23 as Aberdeen Paving began work on AT Lane then continued to check on work over the next two weeks on days that they were working - Joyce showed me invoice for AT lane paving and I followed up with an email to Richie Hurlburt on Dec. 8 to check on plan for rumble strip installation, received email back from Richie on Dec. 12 indicating rumble strip and painting will be carried out in spring - spoke with Kevin to ask that Public Works staff take down the Tire swing and the inclusion swing from the Play Park and put into storage for winter, Kevin later informed me that we would need special wrenches for this job, so on Dec. 20 I contacted Scott O'Reilly from whom we had purchased the units - Scott sent the wrenches we needed at no charge and early in January 2023 the swings were removed and put into storage for winter - created January Gym calendar for use at LRHS;

**Accessibility** - met on line Nov. 21 with Adam Dedrick, Robin Smith and Lewis Chetwynd to discuss Accessibility Coordinator tasks - submitted Nov. 2/22 ESCAAC minutes for Nov. 28 Council packages - attended on line meeting of YSMRA Access & Inclusion Committee on Nov. 23 to discuss parasport and potential clinics - attended on line panel discussion Nov. 30 on the Power of Allyship facilitated by the Rick Hansen Foundation - attended meeting held at MDS on Dec. 13 with Adam Dedrick and Lewis Chetwynd to discuss next steps with Accessibility Coordinator one year pilot recommendation - received email regarding cost increase for Enabling Accessibility Fund application requiring approval for additional \$645.21 contribution over the amount originally approved by Council, followed up with a chat with Joyce and an email to Council, then with positive responses from Council sent email to program rep to indicate we would provide the additional funds should our application be approved - was interviewed on line Dec. 14 with Rowan by a CPRA rep who was writing a story about Rowan's summer job as an Inclusion Worker - attended meeting of ESCAAC held in person at MDS on Jan. 12;

**Programs** - redesigned Sr. Bingo poster and sent to Jill for printing Nov. 22 - created event promotions for Community Tree Lighting, House Decorating Contest, Seniors bingo for Dec. 8 and 29 and LRHS Community Gym Use to use in December flyer (also created individual posters for each event, then Jill printed and Dale and I distributed - sorted out prizes and got help from Jill to wrap for Dec. 8 event, Benn called and I worked in kitchen, then Jill pitched in for clean up after (as I left early for a basketball game), turned in \$63.75 next day - created posters on Dec. 9 and June printed them for Dec. 29 bingo - met with LRHS principal and head janitor on Dec. 9 to let them know we would like to access gym when we can during school holidays -

started working on equipment loan forms to use parasport wheelchairs from Easter Seals in March 2023 for wheelchair basketball and/or wheelchair tennis (and maybe pickleball) try-it clinics, followed up with Zachary Dickson by telephone about this on Dec. 12 - arranged for and then supervised Open Gym basketball drop-ins for Dec. 22 (9 participants) and 23 (5 participants) for 2 hrs. each day - set up for and called for Sr. Bingo on Dec. 29 with help from Jill, who managed the kitchen for the event - created Youth Basketball notices and sent with registration forms to Jill for printing, Jill later put notices and forms together and bundled into class sets to be delivered to LES on Jan. 4 for distribution to students in Grades 2 to 6 - picked up apples for snacks; gathered basketballs and went to gym after school on Jan. 6 to supervise and lead youth basketball with 18 children and help from Charlie Whynott and Emily-Ann Hupman, repeated same on Jan. 13 - sent notes to Liverpool basketball contacts to seek opportunities for youth teams to play - Dale started undecorating the small Christmas tree at Seacaps Park on Jan. 9 and the Public Works crew followed up to get the taller lights down and remove the tree from the park - contacted the Pickleball group by text and Facebook message on Jan. 10 to let them know that the school had contacted me that morning to cancel pickleball for that evening, also responded to a Facebook message the same day seeking a regular family fun night at the gym;

**Grants - Recreation Facility Development (RFD)** - received word Dec. 7 that this provincial funding stream is currently open with a final deadline of Feb. 14, 2023 - received fencing quote from Nova Fencing on Dec. 9 for tennis courts - took initial step on this grant application process on Dec. 12 by informing Anna Haanstra of NS Communities, Culture, Tourism & Heritage of our intention to apply for funding to assist with tennis court upgrades - met with Sue Crosby on Feb. 5 to discuss next steps for this application and funding commitments from the Tennis/Pickleball club;

**Beautification & Streetscaping** - started working on update report on this funding in support of Phase 2 of our AT Lane project;

**Active Communities Fund (ACF)** - spoke with Anna H. to get advice on final report for this funding, which supported Phase 2 of our AT Lane project - reviewed Connect 2 project in preparation for completion of ACF final report, later gathered financial info from Town office and Clean Foundation for use in same - updated in kind log from April 1 to Aug. 24, 2022 - called Anna H. On Dec. 20 to request a blank final report form, which she sent by email - submitted draft of final report to Anna for feedback on Dec. 21, Anna called later that day to clarify a couple of points, after which I electronically signed the Final Report document and submitted it that afternoon to complete that grant requirements;

**Canada Summer Jobs** - attended on line information session for 2023 program held Dec. 19 - reviewed applicant guide, local priorities and other program info on Jan. 9, then started to prepare application notes, which I provided to Joyce for the Town's on line submission;

**Festivals - Canada Day Celebrations** - spoke with Celebrate Canada Program Officer on Nov. 21 to get advice re: web portal issue, later received interactive form for submission of 2023 application, which I completed and forwarded to Joyce that day for submission - connected with Joyce for approval of Jill helping with Fire Hall clean up after Craft Fair, later returned Fire Hall keys to Wayne - submitted Oct. 29/22 and Nov. 9/22 Canada Day Committee minutes for Nov. 28 Council packages - on Nov. 23 Charlie counted door prize entries from Craft Fair to

determine that at least 155 people attended event - sent out a couple of notes to amusement companies on Dec. 16 to inquire about potential costs and availability for July 1, 2023  
*Fall Fest* - met with Deputy Mayor DeMings-Taylor on Nov. 23 to determine winners of Halloween Yard Decorating Contest, next day created certificates and issued prizes to all winners, then typed memo to Council and submitted for Nov. 28 Council packages  
*Christmas by the Sea* - gathered materials for inclusion in Christmas by the Sea flyer- got help from Public Works on Dec. 2 to get a back up Christmas tree in case NS Power is unable to help us with big tree in time for tree lighting event - Dale and I installed a lighted candy cane with Christmas lights on a single boardwalk lamp post as a test on Dec. 3 (too windy day before) - arranged purchase of lights for use on both trees and lamp posts - built new top for small tree that the top was broken off of and spent Dec. 5 morning and early afternoon in Seacaps Park while NS Power worked with Public Works to decorate large tree and worked with volunteers from two LRHS O2 classes to decorate small tree, same evening met RBC volunteers to set up hot chocolate and opened stage building for tree lighting event, which was well attended (approx. 150), then later locked up washrooms, etc. - created voting bucket for House Decorating Contest and placed at Town Market on Dec. 19 - promoted House Decorating contest with Facebook posts and posters distributed around community - got help from Jill to tally house decorating votes on Jan. 3 and determined first three places and four honourable mentions (4 way tie), later worked on certificates for contest and sent to Jill for printing, Jill arranged for Dawn to sign the certificates and later framed them for presentation, Dawn took care of distributing prizes to winners - posted about winner of House Decorating on Facebook Jan. 10;

**Community Support** - printed historical chip bingo information and took with me to meeting at Legion on Nov. 22 to meet with Cyril Meagher, Dave Holdaway and Sue Crosby to design Christmas Gift Chip Bingo event to take place on Dec. 6 as a fundraiser for the Legion and the Tennis/Pickleball Club, later sent business contact list and sample letter to Cyril, met again on Dec. 2 to set up prizes, etc., later posted event on Facebook, next day took final supplies to Legion in morning and that evening attended event to help out (event raised over \$600) - gathered information from community sources for December events (including churches) to prepare for December flyer including LRHS for school sports, LES re: Christmas concert, Our House Youth Wellness Centre re: Winter Clothing Drive and Coat Swap events, Harmony Bazaar Concert and Carolling events, Fire Dept. Santa Visit - organized materials, created, printed and distributed December flyers (printing included 250 by Seeblick Printing as our colour copier was having problems) - reconciled Lobster Fest bank account for Sept., Oct., Nov. - reconciled Dory Mates bank account for Nov. - discussed with Sue Crosby, the potential to partner with tennis/pickleball group to run a chip bingo twice a month;

**Volunteerism** - posted volunteer biography on Facebook of November's Volunteer of the Month, Danielle MacAulay-Williams - sent note to Mayor on Dec. 7 asking that December's Volunteer of the Month, Mike MacLeod be posted on the electronic notice board (he replied that there was an issue with the board) - sent January Volunteer of the Month info to Cory for posting on the notice board about Dale Roache;

**Other Meetings, etc.:**

- attended Healthy Canadians and Communities Fund webinar held Nov. 23;

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- attended on line meeting along with Councillor Balish on November 23 with colab consultants regarding housing in Lockeport area;
- attended Council meeting on November 28;
- attended on line meeting of Shelburne County Housing Coalition held Dec. 15;
- attended on line PARTICIPaction webinar Dec. 15 about Community Challenge grants;
- attended on line America Walks webinar on cost/benefit analysis for walking infrastructure held Dec. 15.

Respectfully submitted,

Frances H. Scott  
Community Coordinator

Town of Lockeport - Recreation Committee  
February 21, 2023 Meeting

Meeting Notes

The meeting was called to order 6:00 p.m., February 21, 2023, by the Chair, Deputy Mayor Dawn DeMings-Taylor. Also in attendance were: Grace Garren, Councillor Dayle Eshelby by telephone and Community Coordinator, Frances Scott. Guests: Make Your Move Lockeport Leadership Team Members, Mabel Mayo and Emily Swim. Regrets: MaryAnn Swansburg and Mike Hupman.

Deputy Mayor DeMings-Taylor welcomed the members of the Make Your Move Lockeport Leadership Team to the meeting and thanked them for coming.

Agenda:

In the absence of a quorum, it was agreed that the meeting would proceed informally from the agenda as circulated.

Reports:

*Community Coordinator* - Fran stated that her report for January 15 to February 19, 2023 was circulated with the packages for the meeting. Fran took a few minutes to verbally share some highlights from the report, a copy of which is attached as part of these meeting Notes.

*Facilities* - Fran was happy to report that she had received an email today indicating that **we have been approved for \$25,000 from federal New Horizons for Seniors Program to support resurfacing the tennis courts.** Fran added that this good news should positively impact the provincial Recreation Facility Development application we've submitted for a larger project to include new fencing mesh, a tennis backboard and several smaller tennis court upgrades.

*School update* - Grace reported basketball is wrapping up. The Sr. Girls made it to Regionals to wrap up their season. Jr. Boys will be going to Regionals to wrap up their season. The Jr. Girls are attending an invitational tournament on the first weekend in March to finish their season. The Sr. Boys have won the Regional banner and are headed to Provincials on the first weekend of March. A new term has recently started and there is a dance tomorrow evening. March Break is coming up March 13 to 17 and right now there are five exchange students at LRHS.

Old Business:

*Winterfest* – Fran stated that she has been working on getting the flyer together and the Canada Day Committee will be hosting a Movie Night at the Fire Hall on March 3. Fran expects to include information on March events in the flyer.

*Volunteer of the month* – Fran read from a Facebook message and an email message detailing

nominations for Lockeport Area Medical First Responders, Lockeport Firefighters and Perley MacKenzie as Volunteers of the Month. The subsequent discussion led to agreement that Perley would be recognized for April, MFR will be recognized for June and the Fire Dept. will be recognized during October (National Fire Prevention Month). Other suggestions for future recognition were Wayne & Anna Chetwynd's family and Nancy Williams.

*Play Park Inspection* – It was agreed that **staff should be asked to carry out a safety inspection of the Play Park on March 7** leaving several more workdays for repairs and swing seat installation prior to the school March Break starting on Saturday, March 11.

New Business:

*Make Your Move Lockeport bingo* – Fran pointed out that while we have offered people a chance to win a jackpot, we have not defined what will be in the jackpot or when the draw will be held. After a brief discussion, it was agreed that the bingo promotion will end on March 31 and the draw will take place the following week. Those present also put forward that the following jackpot prizes to be awarded: **Grand Prize Jackpot \$250 in local gift cards/certificates + all five MYML merchandise items; and two Consolation Jackpots of \$100 in local gift cards/certificates + all five MYML merchandise items.**

*Make Your Move Lockeport Grand Launch* – Fran stated that at a recent provincial Make Your Move meeting it was reported that the Healthy Tomorrow Foundation is encouraging the provincial government will proclaim **May 9 (Tuesday)** to be **Make Your Move Day for Nova Scotia**. The discussion developed whereby **it was agreed that we will aim at hosting a Grand Launch event on Saturday, May 13 in Seacaps Park**. It was also agreed that we should encourage community events all that week leading up to the Grand Launch with different sectors offering activity each day (Schools, Health sector, Make Your Move at Work). Mabel pointed out that MacLeod Group centres are promoting a 'Walk to Kenya' and it was felt that this would fit in well with Make Your Move.

Next Meeting:

The next meeting was scheduled to take place Thursday, March 23, 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., February 21, 2023.

Respectfully submitted,

Frances H. Scott  
Recording Secretary

Community Coordinator's Report  
January 14 - February 19, 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** - met with Charlie and supervised their coop work all day on Jan. 27 - completed Charlie's Co-op evaluation on Jan. 30 - sent note to Ecology Action Centre to confirm our willingness to provide feedback for the development of a Bike Guide - provided feedback on Feb. 8 to Adam on KFPF proposal - sent out meeting notice to Rec. Committee members on Feb. 17 to meet on Feb. 21 at 6:00 p.m. with MYML Leadership Team;

**Communities on the Move pilot** - sent out meeting reminders on Jan. 27 to Leadership team and Rec. Committee members about the meeting with Sarah later that day to complete a Community Assessment tool, later attended this meeting along with Emily Swim, Councillor Dayle Eshelby, Benn Himmelman, Ellen Kehr and Elaine Shelton - next day prepared email list for Leadership Team and sent to Sarah Moore for follow up emails - drafted 5 versions of MYML bingo cards with data space for use with promotion (Jill helped out) - attended on line provincial meeting with MYM reps on Jan. 31 - attended Active Smarter Kids training at LRHS along with Benn and all teachers and support workers from LRHS and LES (workshop held at LRHS) on Feb. 1, later debriefed with Britt Vegsund (instructor and provincial coordinator), great session and so pleased to see so many participate - met with Natalie Bower on Feb. 2 to review HPS plans, ASK training, initiatives she would like to do with her students at Roods Head Park and potential sources of funding to install a change station in a publicly accessible washroom at LRHS - arranged for Nick Stewart to come in early April to install cement for mounting bike racks and other amenities - set up Zoom meeting and sent out invites to Benn, Elizabeth Sutcliffe and Elaine Shelton, meeting held on Feb. 10 to specifically discuss final steps for completion of our Communications Plan, due by Feb. 17 - sent out reminder to Leadership Team to complete on line survey by Feb. 19 for Sarah Moore, spoke directly with two Leadership Team members before deadline to clarify survey questions - sent out meeting notice to Leadership Team on Feb. 17 to meet on Feb. 21 at 6:00 p.m. with Rec. Committee - completed revisions to MYML Communications Plan and on Feb. 19 submitted by email to Elizabeth Sutcliffe and Elaine Shelton for review;

**Facilities** - recruited supervisors and minor officials for use of LRHS by Shelb. Co. Basketball U16 games on Jan. 21 - visited LRHS regularly throughout the month to update gym calendar and keep community use groups informed about changes as they came up - sent note to Kim Blades to follow up on gym use payment, received cheque Feb. 3 and submitted to Town office for deposit - booked July 22, 2023 for Car Show on soccer field, then booked two portable toilets for event with Winchester Disposal, subsequently spoke with Joyce and followed up with 2023 regular facility bookings for Town facilities - went to ball field on Feb. 16 to measure existing baby barn (12' X 8' X 8' high), then sent note to Woodworkers to request cost estimate for 2023-

24 budget purposes;

**Accessibility** - reviewed Coordinator job description draft and gave feedback to Adam on Jan. 16 for a few small revisions - provided Councillor Balish with proposal materials for review and feedback on Jan. 17, prior to submission later that day for Council meeting packages - met on line Jan. 17 with Zack, Emma, Hailey and Nicole from Sport NS and Easter Seals to talk about wheelchair sports try-its to take place in March - contacted Nick Stewart by phone on Feb. 8 to check on his ability to complete installation of new accessible walkway at Seacaps Park, which he said they can do in early April - sent email to ACCESSability grant program next day to request an extension for their grant beyond the fiscal year end, after a few emails and a phone call including our submission of signed terms and conditions document, we were granted an extension;

**Programs** - arranged for Benn and Jill to manage Srs. Bingo on Jan. 19 in my absence (25 in attendance) - gathered youth basketball supplies and attended after school session at LRHS on Jan. 27 to supervise (7 children) with help from Charlie Whynot and Emily-Ann Hupman, same on Feb. 3 (11 children) with help from Emily-Ann Hupman, same on Feb. 17 (9 children) with help from Jessica Dares - created note for Grades 2, 3 & 4 regarding under 10 basketball games in Liverpool on Feb. 5, which I printed and distributed at LES on Jan. 30 - attended a meeting held at MDS on Feb. 2 to plan for 2023 seniors picnic events across Shelb. Co. (Lockeport July 19) - created note to parents about U10 basketball games and distributed at after school program on Feb. 3, myself and Emily attended Liverpool U10 tournament to coach for 3 games - set up for and called for Sr. Bingo on Feb. 9 with help from Howard and Ann Roszel, submitted \$63 for deposit next day - Rita Reitsks and Hailey Sperry stepped up to run youth basketball on Feb. 10, while Emily-Ann and I were away for a Jr. Girls basketball tournament - arranged for U12 game in Shelburne for Feb. 19 and home games with Liverpool U12 girls team - created, printed and took notices to Grades 5 and 6 at LES on Feb. 13 about U12 basketball - received confirmation from River Hills Golf & Country Club on Feb. 14 that our Lockeport Open can proceed on August 19, 2023 for our 20<sup>th</sup> annual event - met with Mabel Mayo on Feb. 16 to discuss potential chair yoga program at Surf Lodge - went to SRHS on Feb. 19 to coach our U12 basketball team against one of the Shelburne teams;

**Grants - Recreation Facility Development (RFD)** - started work on application in earnest on Feb. 7 by gathering materials, creating budget, then sent same to Joyce and Sue Crosby for confirmation of funding from Town of Lockeport and Helen Ghent Tennis & Pickleball Club for application, both later provided letters - requested letter of support from Adam at MDS for project, which he later provided - spoke with Anna Haanstra on Feb. 8 to get clarification on a few application issues - worked most of day on Feb. 13 on final touches for application, then provided to Joyce and Cory for electronic signatures before submitting application on Feb. 14 with 16 supporting documents (5 were photographs) -

**Clean Leadership** - read applicant guide on Jan. 16, then created Appendix A and Appendix B (job descriptions), plus application notes to prepare for on line submission - completed on line application submission for two projects on Jan. 17 with one for a 15-week intern and the other for a 9-week intern - received notice of approvals for both projects on Feb. 6, next day met with Joyce to discuss authorization to accept - Joyce let me know on Feb. 13 that Council had

authorized acceptance of these two projects and I sent a note to this effect to Clean NS on the same day - registered for mentorship program on Feb. 14;

*PARTICIPaction Challenge* - tried to sign in for on line application on Jan. 30 with no luck, so I sent a note for support - received helpful feedback from program on Feb. 1 and was able to successfully complete and submit the on line application seeking funding to support a multisport/parasport program for May/June -

*CPRA Youth Employment Experience* - reviewed program information for 2023 (final year of this program) - prepared notes for on line application on Feb. 17, later same day completed and submitted; in hopes of again being able to hire a summer Inclusion Worker;

**Festivals** - updated Shelburne County Festivals & Events listing on Feb. 8 and shared information with colleagues across the county -

*Canada Day Celebrations* - gathered relevant materials for MDS Grants to Organizations on Jan. 31, completed application and sent to Joyce for her signature, called Robin Smith for advice in regards to financial statement, then later same day submitted application by email with a note that the financial details for 2022 would follow at a later date - sent out meeting minutes and notes for last two Committee meetings on Feb. 9, noting next meeting for Feb. 15 - on Feb. 14 sent out meeting reminders to Committee members with a draft agenda - reviewed 2022 revenues and started working on expenses to date on Feb. 15 (unable to complete before meeting), reviewed all minutes since September, 2022 and updated 2023 Planning timeline with budget and other notes, then attended meeting same evening, which I chaired in the Mayor's absence and recorded notes from the meeting - updated Craft Fair contact list based on recent enquiries and 2022 registrations - sent out meeting notice on Feb. 17 to Committee members for meeting to be held on Feb. 22, met with Mabel later same day to confirm her 2023 event participation -

*Christmas by the Sea* - sent email thank you note to Kim Ringer of NS Power on Feb. 9 in appreciation of their support in decorating our Christmas tree (included a photo of kids singing at the ceremony and the tree with lights on), also asked for help in taking lights down - on Feb. 10 two bucket trucks were in the area and Kevin helped them to get the lights off the tree, which are now in storage for next year -

*Winterfest* - worked throughout the month on encouraging groups to offer events during this year's festival and added events to the calendar as they were scheduled - spoke with Lydia from Western Counties Regional Libraries about their upcoming events, subsequently she had another libraries rep send me info on March programming - created new cover photo for 2023 festival and used to change on Facebook Feb. 16;

**Community Support** - Dec. reconciliation for Dory Mates bank account on Jan. 30 - met with Julie Balish on Feb. 3 to discuss pre-school budgetary issues and the grant they have received from 100 Women Who Care - sent text to Wayne Chetwynd on Feb. 7 to request Fire Hall booking by Harmony Bazaar for their festival weekend of July 28-30, 2023;

**Volunteerism** - posted volunteer biography on Facebook of January's Volunteer of the Month, Dale Roache - sent February Volunteer of the Month info to Cory for posting on the notice board about Carrie MacLeod - received several nominations throughout the month by email and Facebook;

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

- Dale Roache and I traveled to Yarmouth on Jan. 14 to attend a parasport day featuring bocci and wheelchair basketball;
- attended Rec. Committee meeting on Jan. 17 and recorded minutes;
- predominantly off work Jan. 18 - 26, caring for my parents who had COVID;
- attended Town staff meeting on Feb. 8;
- attended Planning meeting with Kevin and Joyce on Feb. 16.

Respectfully submitted,

Frances H. Scott  
Community Coordinator

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Joyce Young

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**From:** Marie Racioppa <Marie.Racioppa@merseytobeatic.ca>  
**Sent:** Wednesday, February 15, 2023 10:09 AM  
**To:** townoflockeport@ns.sympatico.ca  
**Subject:** Environmental Stewardship Survey/Toolkit

Hi ,

I am reaching out to bring awareness to your municipality about a relevant project with the Mersey Tobeatic Research Institute. We are creating a Municipal Environmental Stewardship Toolkit for the Kespukwitk/Southwestern NS Priority Place and would like to better understand municipal priorities, environmental concerns, and identify barriers to stewardship.

As part of this project, the Mersey Tobeatic Research Institute is conducting a Municipal Environmental Stewardship Survey. The survey, initially released in the summer months, has helped us gain valuable input from some municipalities so far but we are hoping to receive more responses and would like to hear from as many municipalities as possible. We are thus inviting you to complete the survey linked here: <https://forms.office.com/r/XtfaQuCCSM>, and request that you will distribute the survey with the staff/councillors of the Town of Lockeport. If you or other staff members have already completed the survey- thank you! So far, we have reached over half of the 24 municipalities in Southwestern NS but there are still 8 municipalities we haven't heard from yet. We are hoping to have at least one but preferably two or more responses from each municipality.

We would also be interested in having a conversation with you and/or any other interested staff/elected officials, to talk about what environmental opportunities and challenges your municipality may face, and how these could be supported through a Toolkit. If interested, please let me know your availability and preference for meeting virtually or in-person, and we can arrange a mutually convenient meeting.

All the best,

Marie Racioppa  
Priority Place Engagement Intern  
Mersey Tobeatic Research Institute (MTRI)  
Kempt, NS