



**TOWN OF LOCKPORT
COUNCIL MEETING
MONDAY, MAY 27, 2024 AT 1:00 P.M.
AGENDA**

1. Call to order
2. Silence Electronic Devices
3. Approval of Agenda, including additions or deletions

Draft Motion: That Council approve the agenda for the May 27, 2024 meeting as presented/with the following additions:

4. Approval of Minutes from the May 13, 2024 Regular Council Meeting

Draft Motion: That Council approve the May 13, 2024 meeting Minutes as circulated.

5. Business arising from previous Minutes

Jeff Wood, Municipality of the District of Shelburne, asked about the two accesses to the beach from the privately owned property that is located just past the Crescent Beach Centre. He wanted to know whose responsibility it is to maintain the accesses and who would be liable if someone falls. He also wanted to know if he could dump sand in these two places to make the beach more accessible, and, would the Town of Lockport pay for the work.

The property in question is privately owned and therefore the Town of Lockport has no responsibility to maintain the accesses to the beach from there and the Town currently provides three beach access points.

6. Community Forum (Open Mic)

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

7. Presentations

- Grade 5/6 LES Student Slide Show Presentation (Page 1)
- Michelle Vacon, Accessibility Coordinator (Page 2-5)

8. Department Reports

- Public Works Department Report (Page 6)
- Community Coordinators Report (Page 7)
- Administration Report (Page 8-9)

9. Finance

- List of invoices already paid in the amount of \$90,162.53 (Page 10-11)
- Helen Ghent Tennis Court – surveillance camera (Page 12)

Draft Motion: That Council approve the purchase and installation of a surveillance camera that does still images and video, at the Helen Ghent Tennis court location.

10. Other Business

- Zoning of H.M. Huskilson's Funeral Home property (Page 13-15)

Draft Motion: That Council approve the change of zoning for H.M. Huskilson's Funeral Home from Commercial to Residential, if it is purchased by Dylan & Crystal Rhindress for residential purposes.

11. Council Reports

- Canada Day (Mayor Cory Nickerson)
- Recreation Report (Deputy Mayor Dawn DeMings-Taylor) (Page 16-24)
 - o Asphalt work at LES playground project

Draft Motion: That as recommended by the Recreation Committee, Council approve \$10,000 of Make your Move Lockeport funds are provided to Lockeport Elementary School for use in their project to revitalize the asphalt pad in their playground area.

- Accessibility Advisory Committee Meeting Minutes (Councillor Balish) (Page 25)

12. Correspondence

13. Information Only

14. Date of next meeting

- Monday June 10, 2024 at 6:00 p.m.

15. "In Camera"

16. Adjournment

(1)

June Harding

From: Terri Dean <terri.dean@tcrce.ca>
Sent: Tuesday, May 21, 2024 10:22 AM
To: townoflockeport@ns.sympatico.ca
Cc: Alyssa Chetwynd
Subject: 5 /6 LES Student Presentation Slide Show

Hi June,

Thanks so much for taking my call. Attached, please find the presentation students will be making to council. Alyssa Chetwynd will be taking about 5 kids to do this presentation and it shouldn't take longer than 10 minutes or so.

Thanks again for this opportunity to get kids involved,

Terri

<https://docs.google.com/presentation/d/11bnaQ-cil8Xy2uTJ173RMWIB6c7TMhQTuPf2E61lyyU/edit?usp=sharing>

Terri Dean-MacNeil (She/Her)
Vice-Principal Lockeport Family of Schools
terri.dean@tcrce.ca
terri.dean@gnspes.ca
902-656-7100
902-512-0086

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STAFF REPORT

To: Council
From: Michelle Vacon, Accessibility Coordinator
Approved by: June Harding, Town Clerk/Treasurer
Date: May 22, 2024
Subject: Accessibility Coordinator Update

This report is for information purposes only.

The Accessibility Coordinator position is a ten month term position, part of a pilot project to implement the identified goals for the first year of the Eastern Shelburne County Accessibility Plan (ESCAP). The ESCAP is a joint plan between the three local municipal units which includes the Town of Lockport, Town of Shelburne and the Municipality of the District of Shelburne. The Accessibility Coordinator is responsible for the coordination and implementation of the Core Goals and Actions and will act as a liaison with the Joint Accessibility Advisory Committee and the Nova Scotia Accessibility Directorate.

The position is accountable to all three municipal units and the Joint Accessibility Advisory Committee. Administratively, the incumbent is employed by the Municipality of the District of Shelburne and reports directly to the Director of Recreation & Parks.

The attached report outlines the work completed since the position commenced on March 4, 2024.

Attachments

-Accessibility Coordinator Update to Town Council May 27, 2024

Accessibility Coordinator Update to Town of Lockeport Council: May 27, 2024

The Basics:

The Accessibility Coordinator was hired in February, with a start date of March 4, 2024.

The position started out as a twelve month term. There was previously someone in this position for two months; the position for the current Accessibility Coordinator is a ten month term position.

During these ten months, The Accessibility Coordinator is responsible for implementing the first year of the Eastern Shelburne County Accessibility Plan for the Municipality of Shelburne, The Town of Shelburne, and The Town of Lockeport.

The goal of the Eastern Shelburne County Accessibility Plan is to ensure that all municipal communications, services and practices are barrier-free for people with disabilities.

The Accessibility Plan and the Accessibility Coordinator position were created so that we fulfill the Accessibility Act, an act the NS government passed in 2017, with the goal of the province becoming an accessible province by 2030.

Accessibility Coordinator Mandate:

There are nine identified core goals and actions to be implemented during this ten month term:

- Increase public awareness about the rights of persons with disabilities and barriers to accessibility through a public awareness campaign
- Develop recommendations to ensure that all three municipal units promote the accessible delivery of goods and service
- Develop recommendations to ensure that all persons with disabilities can receive, understand and share information and communication provided by each unit
- Develop recommendations to ensure that the employment practices at each unit are accessible
- Establish and implement a plan to conduct accessibility audits for the required infrastructure at each unit
- Facilitate training for all staff and elected officials surrounding accessibility training

- Receive and respond to inquiries, requests for information and public feedback surrounding accessibility
- Respond to requests for information and feedback as required
- Provide guidance to staff and prepare reports to Councils and the Accessibility Advisory Committee on accessibility

Accessibility Coordinator Progress Report:

During the months of March, 2024 through mid May, 2024, the Accessibility Coordinator:

- Attended meetings with provincial counterparts, such as other Accessibility Coordinators **GOALS: Various**
- Attended Workshops/Training supplied by AMANS (Association of Municipal Administrators Nova Scotia) going towards supporting municipalities in meeting their accessibility requirements. **GOALS: Various**
- Met with individuals on community boards, to discuss and gather information on their ideas about the future of accessibility, what they see as the current barriers to accessibility, etc. **GOAL: Public Awareness Campaign and the Requirement to Update our Accessibility Plans every three years**
- Restarted regular, monthly meetings of the Eastern Shelburne County Accessibility Advisory Committee **GOALS: Various**
- Created Municipal/Town information and communications guidelines to provide to relevant staff, with the goal of improving information and communications accessibility in Municipal/Town communications of all types. **GOAL: Accessible Information and Communications**
- Reviewed Lockeport's audit from 2020 to become more familiar with the process, and started to create an audit plan. **GOAL: Accessible Built Environment**
- Started regular "Accessibility Friday" Facebook posts surrounding accessibility education to be posted on the Town of Lockeport Facebook page, as well as the Municipality of Shelburne and Town of Shelburne's Facebook pages each Friday. **GOAL: Public Awareness Campaign**

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- Handed out Accessible NS (a provincial education campaign) posters, brochures, etc. and introduced self as Accessibility Coordinator to community hubs. **GOAL: Public Awareness Campaign**

Note: Posters available for community spaces upon request.

- Coordinated our first round of accessibility training for staff at all three municipal units. **GOAL: Accessibility Training**
- Reviewed all Town of Lockeport policies and procedures from an accessibility lens, and drafted an Accessible Customer Service Policy. AMANS is providing policy advisor support on how to proceed in making recommendations on existing policies and new policies. **GOALS: Various**
- Promoted Access Awareness Week NS. Access Awareness Week NS (also known as National AccessAbility Week) is May 26-June 1, 2024. This is an important week for education surrounding accessibility. **GOAL: Public Awareness Campaign**
- Started a draft of an “Accessibility” page on the Municipal/Towns websites, which provides consolidated information about accessibility services, programs, and resources available in the community and through the municipality. **GOAL: Accessible Goods and Services**

Respectfully submitted,

Michelle Vacon - Accessibility Coordinator

Municipality of Shelburne, Town of Shelburne, and Town of Lockeport

michelle.vacon@municipalityofshelburne.ca | t. 902-874-0006

Municipality of Shelburne

414 Woodlawn Drive, Shelburne, NS, B0T 1W0

Public Works Department Report For May 27, 2024

- Graveled easement and several more spots in town
- Took shutters off Museum bldgs
- Took covers off dugouts
- Hauled several pumps to remove rags - Stations 5 and 6
- Removed mound of sod, mud and gravel from Library parking lot
- Put up interpretive sign and repaired one
- Engineers were down to further their work on plans for sewer upgrades
- Got water going for outside bathrooms and showers at Beach Centre (not just turning on a valve)
- Graveled Williams Lane
- Put up flagpole at Seacaps Park
- Garbage from Allan's Lane to C&D site
- Tilled drying bed, raked and dumped
- Put up #4 and #5 walls on Pavilion
- Repaired plank and railing at Play park
- Put up posts and new interpretive sign at Widow's walk
- Painted crosswalks
- N.S.P. tree guy was over at corner of Locke St between 208 and 232 to look into getting spruce trees topped so we can limb tree up to make corner safer for traffic
- Cleaned up sod from snowploughing on edge of street by Mike Whiteways – Hall St.



Community Coordinator Report to Council
for May 27, 2024 meeting

While the past month has been a busy one, the majority of my work has already been presented by means of my report to the Recreation Committee, which appears in Council packages as part of the minutes for Recreation Committee meeting held May 21, 2024. In addition, I am providing a short update on the ball field upgrades below.

Ball Field Upgrades – There has been no word yet regarding the applications for funding submitted to the NS. Dept. of Communities, Culture, Tourism and Heritage, but the infield work has been completed and teams seem to be very happy with the results. It should be noted that Lockeport High has been selected to host the Senior Boys Provincial Championships here in June.

Respectfully submitted,

Frances H. Scott
Community Coordinator



**ADMINISTRATION REPORT
COUNCIL MEETING
MAY 27, 2024**

BUILDING PERMITS ISSUED 2023/2024 FISCAL YEAR

To date, there has been One (1) building permit issued for the 2024/2025 fiscal year. (Total building permits issued for 2023/2024 was eleven (11)).

TAX COLLECTIONS

As of May 24, 2024, *taxes owing are as follows:*

2021 & prior = 29,463.04

2022 = \$ 15,862.70

2023 = \$ 62,716.30

2024 = \$473,698.75

Total taxes owing is \$ 581,740.79.

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 new to report pertaining to their progress. The total of outstanding taxes on these accounts is \$3,981.08 plus \$2,561.58 interest on six Gear Shed accounts and \$21,641.11 plus \$13,903.36 interest on a sub-leased account.

Interim Tax Bills

The Interim Tax Bill due date is May 31, 2024.

Mayors/Wardens/CAO's Meeting

The Meeting was in the Town of Clark's Harbour on May 15, 2024. I sent my regrets for this Meeting.

Wastewater System Upgrades

I have received the preliminary plans for the Wastewater System Upgrade. I have forwarded the information to Dan Vincent for review and have also conferred with Kevin.

Medical Centre

Anthony Atwell is replacing the roof on the Medical Centre the week of May 27, 2024, depending on weather of course, and Cody Stuart will be painting the inside after May 31, 2024.

Library

The fuse panel has been replaced with a breaker panel and as it was one of the contentious issues with our insurance Company, I have sent them a photo of the replacement.

Crescent Beach Centre Manager Position

The Crescent Beach Manager position has been awarded to Emily Swim. Emily will be starting after May 31, 2024. Greg will be starting on May 28, 2024, to get some preliminary cleaning and touchups done before it opens on June 1, 2024

Little School Museum Curator Position

Olivia Swansburg has been hired to be the Little School Museum Curator this summer.

Year End Audit

I have still been busy in between office chores, assembling the various reports required by the Auditor, to perform the 2023/2024 Audit. The auditor plans on coming to Lockeport in the first or second week of June.

Budget 2024/2025

The 2024/2025 budget is a work in progress. After I meet with the Council on May 30, 2024, it should be ready to present at the Regular Council Meeting of June 10, 2024.

Red Petticoat Sign

The Red Petticoat sign has been installed by our Public Works Department and it looks very nice up at the Widow's Walk.

Tennis Court Sign

The Tennis Court sign has been installed by our Public Works Department, on the fence at the Helen Ghent Tennis Courts.

Museum Boardwalk

The boardwalk by the Museum, that was damaged by Hurricane Lee, has been repaired by Mark Williams and his crew, they did a fantastic job.

Respectfully Submitted by:

June Harding-Town Clerk/Treasurer
Town of Lockeport

LIST ON INVOICES ALREADY PAID TO BE PRESENTED AT THE		
MAY 27 2024 MEETING		
AGAT	WATER SEWER TESTS	357.08
AMALFA, VICTORIA	SITE WORK HONORARIUM	40.00
ARTDAILY CULTURAL ORGANIZATION	TIDEKITES FOR SPRING INTO LOCKEPORT	3,000.00
BALISH, JULIE	AFTERSCHOOL PROGRAM	100.00
BELL ALIANT	FIRE DEPT - APR AND MAY	138.88
BELL MOBILITY	STREETS, RECREATION, GEN. GOV'T	267.88
BLADES, NATHAN	PERFORMANCE AT SPRING INTO LOCKEPORT	500.00
BOND-GOYETCHE, CHLOE	SITE WORK HONORARIUM	40.00
BUCHANAN, CHETT	PERFORMANCE AT SPRING INTO LOCKEPORT	250.00
CBCL	WASTEWATER SYSTEM WORK	23,357.50
CHETWYND, WAYNE REIMBURSEMENT	SEWER FLOATS	181.03
CORY NICKERSON	SOUND TECH FOR SPRING INTO LOCKEPORT	800.00
COTTER, JAMIE	PERFORMANCE AT SPRING INTO LOCKEPORT	500.00
HARMONY BAZAAR	BARBEQUE SERVICES FOR SPRING INTO LOCKEPORT	200.00
HUPMAN, EMILY-ANN	HONORARIUM FOR AFTERSCHOOL PROGRAM	60.00
LOCKEPORT INN	ACCOMMDATION FOR TIDEKITES PERFORMERS	227.70
LOCKEPORT TOWN MARKET	SR BINGO, MED CENTRE SUPPLIES FOR CLEANING	60.04
LOUTECH GARAGE DOORS AND OPENERS	REPLACE BOTTOM PANEL AT TREATMENT PLANT	1,874.50
LYDGATE LOCK STOCK AND BARREL	ASPHALT PATCH, SAFETY GLASSES	735.76
MANULIFE	ANNUAL ADMINISTRATION FEE	258.75
MAUGHANS	145 CUBIC YARD INFIELD MIX	6,670.00
MBW COURIER INC.	COURIER SERVICE	74.80
NAPA AUTO PARTS	FUEL STABILIZER, TWO BOXES OIL FOR FIRE DEPT.	209.26
NOVA SCOTIA POWER	STREET LIGHTS, PLAYGROUND, TREATMENT PLANT - MAY 22	3,031.92
NOVA SCOTIA POWER	UV SYSTEM - MAY 22	463.82
PAYROLL	MAY 17 TO MAY 22, 2024	14,815.28
RAZZMATAZZ FOR KIDS	PERFORMANCE AT SPRING INTO LOCKEPORT	862.50
RANDEL, PAT	TAI CHI FOR SPRING INTO LOCKEPORT	150.00
RBC VISA - MAYOR	FD - SMALL TOOLS, JULY 1ST	2,529.44
RBC VISA - TOWN CLERK/TREASURER	AMANS MEMBERSHIP, STAMPS, SPRING FLYERS, YEARLY CLEANING SUPPLIES	2,515.84
RECREATION NOVA SCOTIA	PHA TRAINING - FRAN	310.50

(12)



Tennis Court Camera



cory Apr. 23

To: Dawn, Frances, J...ayle, KENT BALISH

Dawn, After some good research on solar cameras for this application I've come up with a couple of options.

For one that does still images only looking at \$200-\$300

For one that does still images and video looking at \$300-\$400

For remote access \$7 to \$15 per month or can be accessed locally for free by removing the card.

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June Harding

From: Crystal Rhindress <rhindressfamily@yahoo.com>
Sent: Monday, May 6, 2024 9:21 AM
To: townoflockeport@ns.sympatico.ca
Subject: Request 18 Howe before May 8 for council meeting May 13 commercial to residential

To. Town Council

Dearly loved town of Lockeport.

We Dylan and Crystal Rhindress are proposing to purchase 18 Howe Huskilsons building. Renovate into a home for our family. We are requesting to change from commercial to residential taxes. We have a son James he is 14 going into grade 10, Crystal is a CCA looking to work VON or Surf Lodge Dylan is a carpenter wett certified ventilation certified. We want to share our skills, and raise our son in Lockeport. The Howe street entrance would be our kitchen into living into the older building would be 4 bedrooms and two bath rooms. For our parents to stay and visit. We want a small fence for our perineal gardens around the L shape of the house for privacy, also contacting Nick Stewart for a front frost wall repair. We will insulate in attic and sheets of insulation for exterior new vinyl siding windows, sliding garden doors. We will follow all by-laws building laws and permits. No garbage or unsightly junk on premise. Together we built our own home/farm in 2005 on 20 acres in Warren NS. We currently live 1km off the road. We grew up next door



neighbours in Warren and built down the road from our parents. Crystal spent every holiday, summer in Lockeport Dylan started Derby days in 2009 with birth of our son, Baby and Grandparents every August. James got to go last Shark Derby two years ago and caught a few, and last year the best children's turnout even without shark. We are very proud of James. Crystals Stuart family heritage is Lockeport. Her father is Terry Stuart, grandparents are Sheldon and Audrey up the road on Howe St. Dylan has many friends around the community and we have been planning to move where summers aren't as hot, and winters aren't cold for 3 years now. Crystals cousin moved to town to help the grandparents and has since left Lockeport. They need help as they age. This weekend we came down to Sheldon and Audreys with our son and Crystals Parents cleaned the yard and helped with many tasks around their home. We all looked at the 18 Howe property making a plan for renovations with Cara Bell. Dylan has over 20 years experience. We are also life long farmers and are making an offer on 180 east green harbour, for our farm and carpentry business and vegetable gardens outside of town. Terry took us up there walked the trails have been talking to real estate since December about potential for both properties and preparing our home for sale. End of school year we would like to have our ducks in a row to move and start Reno. Before we make an offer on 18 Howe we



need to know if you the Council would accept our request to change from commercial to residential. Thank you for the time and considerations. We appreciate Lockeport for the treasure she is.

Sincerely,

Crystal Dylan James Rhindress.

Rhindressfamily@yahoo.com

(902)694 2737 Crystal

(902)694 3116 Dylan

Town of Lockeport - Recreation Committee
May 21, 2024 Meeting

Minutes

The meeting was called to order 6:00 p.m., May 21, 2024, by the Chair, Deputy Mayor Dawn DeMings-Taylor. Also in attendance were: Councillor Dayle Eshelby, Councillor Mary Meagher, Grace Garren, MaryAnn Swansburg, Community Coordinator - Frances Scott and guest, Ken Beck.

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 April 15, 2024 meeting be approved as circulated. Motion carried.

Reports:

Community Coordinator - Fran stated that her report had been circulated with the meeting notices. Fran added that a large portion of her report had focused on the Make Your Move & Spring into Lockeport festival that took place May 6-11. Feedback was very positive for the activities offered in the festival.

It was duly moved and seconded that the Community Coordinator report for April 14 - May 15, 2024 be approved as circulated. Motion carried.

A copy of the report is attached as part of these minutes.

Facilities – Seaside Play Park - Fran introduced Ken Beck who spoke with the group to indicate that he wished to repaint the roofs on the structures at Seaside Play Park. Ken outlined that when he first painted the roofs, he had done so with enamel paint and it had held up very well. Then when Clearwater undertook some pandemic painting, they had painted the roofs with latex paint over the enamel,

which resulted in flaking and deterioration of the paint. Tim Dash has told Ken he will pressure wash the roofs to try to remove the flaking paint. Ken will then do some sanding if necessary to prepare the surface to be repainted. Ken has done some homework and learned that a Sherwin Williams brand of enamel paint would be best and he believes the cost would be in the range of \$100 per gallon and he estimated that he would need two gallons to do the job. Ken would also like authorization to pick up other paint supplies such as rollers from the corner store, and to make use of Town owned ladders for the job. The Committee was very supportive of Ken's plans. Fran was asked to contact Sherwin Williams to access the paint. Dawn indicated that she would provide Ken with her key to the Play Park so he can lock it at times that he is working or letting paint dry. Dawn also said Tim could access water for the pressure washer from her home. Ken was asked to make Fran aware of times when he expects to close the park for the job so a notice can be issued on Facebook to let the public know what's going on.

Ball Field - There was a brief discussion about the work that was recently completed at the ball field and it was noted that the teams really like playing on the surface. Fran noted that there are now 3 piles of material at Roods Head Park that were removed from the field during the recent work.

Tennis Court - It was reported that the new sign had been erected on the Tennis Court fence in the morning and looks good. Dawn stated that she had been asked by the Tennis & Pickleball Club if there had been any progress with installing security cameras at the courts as recently someone was reported to have been on the courts with a dog and a baseball bat. Dawn will raise this issue with Council to seek information on progress with cameras.

Make Your Move Lockeport - Fran outlined that at the most recent meeting of the Leadership team held on May 14, Terri Dean MacNeil had attended the meeting to make a presentation in regards to an LES project aimed at revitalizing the asphalt pad and surroundings at their playground. Terri explained that they had an estimate to carry out the asphalt work to be roughly \$70,000 plus hst and that they felt the additional components of the project would bring the total cost to \$100,000. They have been sending out grant applications and requests in hopes of coming up with about two thirds of the funds, after which they expect TCRCE will cover the final third of the costs. Many of the grants they have applied for are relatively small (\$500 to \$1000). They have requested \$25,000 from the Clearwater Foundation. The Make Your Move Leadership team indicated that they had been discussing the matter since their February meeting, where they indicated they would be very comfortable with supporting the project with at least \$5000. At the May 14 meeting the consensus was that there needed to be some

effort to make a stronger case for how the project would impact other segments of the community besides school children (in particular seniors), and that \$10,000 would be a reasonable contribution. At the Leadership team meeting, Terri was encouraged to seek an opportunity at the May 27 Council meeting to have the children present their project to Council. Fran then pointed out that she has been doing some research to use in helping the school add place making initiatives to the project such as those outlined in the Activate Your Neighbourhood tool kit from the Canadian Parks & Recreation Association. This work might include adding benches and perhaps a shade treatment to the plans. The discussion that ensued led to the following motion being put forward.

It was duly moved and seconded that it be recommended to Council that \$10,000 of Make Your Move Lockeport funds be provided to Lockeport Elementary School for use in their project to revitalize the asphalt pad in their playground area. Motion carried.

School update - Grace reported that the high school had held a very successful Wellness Day on May 10 and that Make Your Move Lockeport had offered a step challenge that was promoted at the Wellness Day and a number of students have been participating in the challenge. The Sr. Boys and Girls softball teams have been playing games and the boys team is getting ready to host both the Regional and Provincial Championships. There is a trip planned for senior girls to Halifax coming up in the near future. Grace added that there is only a month left of school for this year.

Old Business:

Volunteers – In reviewing the minutes from the last meeting it was noted that Dawn had contacted May's volunteer, MaryAnn Swansburg. MaryAnn was verbally congratulated on her selection. Grace reported that she has contacted June's volunteer, Stacey Garren and several present said they would attempt to get a photo of Stacey actively volunteering as a softball coach. Fran has contacted July's volunteer, Nancy Williams, who is happy to be recognized on the electronic board, but does not wish to have a photo included. Fran added that she had recently met with Debbie Scott and George Benham to gather information for the Sea Derby Committee biography and they have provided a good photograph, to be used for the provincial volunteer awards.

New Business:

Volunteers – Fran spoke to the group in regards to two specialty nominations for the provincial volunteer awards, namely Youth Volunteer and Family Volunteer. After a brief discussion of the process and local people deserving of recognition, the following motions were forthcoming.

It was duly moved and seconded that Grace Garren be nominated for the provincial Youth Volunteer Award. Motion carried.

It was duly moved and seconded that Wayne, Anna, James, Kevin, Jennifer, Allyssa and William Chetwynd be nominated for the provincial Family Volunteer Award. Motion carried.

Discussion then turned to Volunteer of the Month for August and it was noted that Tim Dash has been an active volunteer in the community for a long time including on several occasions pressure washing the Lighthouse Stage building to remove mold and many years of service to the Lockeport Sea Derby.

It was duly moved and seconded that Tim Dash be named Volunteer of the Month for August. Motion carried.

Dawn indicated that she will contact Tim to make sure he is comfortable with this selection.

World Bicycle Day – Dawn stated that this day was coming up on June 3 and she asked if we could organize an event to take place on the day. Discussion resulted in the idea of holding an event based at Seacaps Park at 6:30 p.m. whereby we will have our bikes and trikes on hand for people try. Fran will attempt to recruit a few of the people who have been trained as Making Tracks Bicycle Leaders to be on hand for tips and guidance during the event. Fran asked that anyone available to come in for 6:00 p.m. could help in transporting bikes and trikes to Seacaps Park from the bicycle storage shed behind the Rec. Centre.

Next Meeting:

The next meeting was scheduled to be held Monday, June 17, 2024 at 6:00 p.m.

Adjournment:

There being no further business, a motion to adjourn was put forth and the meeting adjourned at 7:02 p.m., May 22, 2024.

Respectfully submitted,

Frances H. Scott
Recording Secretary

Community Coordinator Report
April 14 – May 15, 2024

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 – attended Recreation Committee meeting on April 15 and recorded minutes – met with Charlie Whynot on April 16 to discuss Coop placement work days - met with June on May 8 to discuss 2024-25 budget submissions and talk about 2023-24 July 1st expenses vs. revenues - sorted out issue of uncashed cheque to RNS for High 5 PHA training from last October;

Communities on the Move pilot – prepared and sent out notices for April 16 Leadership meeting – April 16 attended on line provincial check in meeting where discussion focused on in person meetings and EDI, spoke with Ulrich regarding banner production, met with Benn to discuss potential sources of funding for Tai Chi instructor travel, attended and chaired Leadership team meeting (Shawna Symonds attended to discuss Age Friendly Communities project partnership, later returned to office to discuss various AT issues with Benn – May 1 sent note to Leadership Team to invite to afternoon meeting where I met with Kevin, Wayne and Council to start discussions aimed at developing guidelines for maintenance of pedestrian pathways (was asked to summarize meeting content and share with group for review and next steps planning) – obtained additional details from Jill for 23-24 expenses for use in completing period report for submission to provincial reps, finished report and submitted on May 7 - received Business

Navigator application from Derek Amalfa on May 13 and forwarded to June, also sent out meeting reminders to Leadership Team regarding May 14 meeting - May 14 June gave me copies of Derek's resume to take to Leadership team meeting for review, attended on line meeting with provincial research team in afternoon to review the report we recently submitted for 2023-24, later updated Leadership meeting agenda, printed, gathered materials, attended and chaired meeting;

Facilities – April 16 met with Kevin at ball field Locke Street gate to discuss using my car to drag field for high school softball games and later completed dragging process with help from two high school players – met with George Harding on April 18 to discuss Rec. Centre rental details for May 11 booking – April 18 created Ball Field Upgrades Summary document for inclusion with report to Council – spoke with Mark Williams on April 22 and he indicated he would not be able to complete infield upgrades by May 15 due to truck issues, then reached out to Tyler Harris, who indicated that he could complete work if asked, later attended Council meeting where we reviewed parameters around project and potential sources of funding to inform decision to proceed with work on field – updated Rec. Centre calendar on April 26 and printed May schedule for Jill, same day made various contacts with softball coaches, Norm Anderson, school principals and Adam Dedrick to prepare for work on field - met with Tyler Harris at ball field to discuss infield upgrades work - met with Tyler at field again on May 7 to provide with diagram detailing project details and talked about access to the field, observed work over the next week and returned to field on May 13 to get gate key back from Tyler and discuss section of dirt not replaced with new material (Tyler explained that area was actually outfield as the new material is covering an area 90 feet out from the back of home plate);

Accessibility – met with June on April 15 to discuss July 1st contribution to Seacaps accessible walkway project – registered for AMANS Regional Roadshow Information & Communication in person training to be held in Lunenburg County and then reached out to Michelle Vacon about attending together – talked with Michelle about establishing regular visit to Lockeport every second week - May 10 picked up Michelle Vacon in Shelburne and we traveled together to a great training session on digital information and use of plain language held in the new Municipality of Lunenburg administration building, then debriefed with Michelle on the trip home - reserached walkability assessment materials and contacted Connor MacQuarrie who led our most recent use of such tools, he later provided follow up materials;

Programs - *Youth basketball* – April 15 communicated with Liverpool coach and contacted U12 team to inform of cancelled game – continued to work on scheduling games with Liverpool and on May 3 sent note to parents regarding games slated for the following week - traveled to Liverpool on May 6 with U12 basketball players for a great game, then hosted them for a game on May 8 to wrap up our season;

Sr. Bingo – created poster for June 6 bingo and on May 2 sent copy of poster to Suzy Atwood for Lobster Fest promotion, then set up Rec. Centre with help from Dale, called bingo and later did partial clean up;

Fridays After School – supervised and led program on April 19 with 25 children and help from Julie, Emily Ann and Charlie - supervised and led program on April 26 with 15 children and help from Julie, Emily Ann and Charlie – led and supervised program on May 3 with help from Julie, EmilyAnn, Charlie and Chanelle Morash;

Seniors Picnic - May 1 connected with Shelburne County Senior Services regarding summer Seniors picnics, followed up on May 8 with date of Wednesday, July 17 for our picnic;

Lobster Run/Walk/Wheel - ordered medallions for use with event coming up on May 25, also issued verbal invitations to participate to LES Kids Rn Club and JC Wickwire (Liverpool Elementary) Cross Country team;

“Empowering to Lead” Summit - May 15 checked in at LRHS at 8:30am to ensure ten students and an adult supervisor were loaded in the bus to head to Shelburne and then Sherose Island to participate with girls from three other schools in this day long event, which I also attended - a great day was had by all;

Grants – April 23 prepared and submitted application to NS Dept. of Communities, Culture, Tourism & Heritage to seek funding for ball field upgrades through the Community Recreation Capital Grant program – prepared and submitted final report for New Horizons grant on April 26;

Festivals – *Spring into Lockeport* - reached out to Bela at TideKite on April 16 and regularly continued correspondence throughout month to seek event details – April 17 met with Becky of Becky’s Knit & Yarn Shop to discuss participation in Festival and then reached out to other businesses re: same – April 18 received confirmation of \$3500 contribution to festival by Mun. of Shelb – worked extensively in flyer design and layout, then circulated draft flyer to Leadership team for feedback, then updated flyer on April 22 based on comments – spoke with Pat Randel on April 24 to confirm details for Tai Chi Try-It clinic, later circulated draft flyer for final edits and next day sent flyer to Jill and June for

printing in house – posted flyers to Lockeport addresses on April 25 and posted flyers to Jordan Falls and Sable River on April 26 – chaired organizational meeting on April 26 to work on final details in preparation for festival events, next day spoke with businesses around Lockeport business loop regarding Springo participation – designed and produced a variety of event posters with help from Jill and later Dale and Charlie posted same around town, while I posted on Facebook and circulated same by email for promotion – worked with Ulrich to design and produce Springo punch cards - regularly sent out new posters around town, circulated same by internet channels and promoted daily activities during the festival - May 6 set up Springo clues with help from Charlie and Dale and distributed Springo materials to all participating businesses and indoor sites, then went to Seacaps with hula hoops, flag and other supplies to set up and run flag raising event (Mayor emceed and then provided dance party music), very successful event with roughly 125 on hand to take part including all LES students and staff and a number of general public attendees - on May 7 met with LRHS staff to discuss MYM support for LRHS Wellness Day, corresponded with TideKite to ask for introductory videos for use in schools to be sent before Friday, then gathered supplies for Srs. Stroll (including MYM visors and bottled water) and went to Surf Lodge to get event underway, then helped with traffic control (another good event with 35 participants including 15 in wheelchairs and the Grade 8 English class) - May 8 took supplies and went to LES with Benn to get event underway, then did traffic control on beach corner and later at corner of Hall and Locke Streets (another good event with approximately 150 participants including all LES staff and students and lots of grands) - May 9 sent TideKite video presentation to Terri at LES for use by classes on Friday, then set up Rec. Centre for Tai Chi try-it clinic, later greeted instructor, registered five participants (small group, but very well received by those present, in fact we are making plans to continue with a regular program on Thursday afternoons) - May 10 sent note to LRHS to promote student step challenge at their Wellness Day, later printed information for use on sandwich boards and gathered materials and supplies for Saturday events, then contacted various workers to confirm plans for the next day - May 11 started day by meeting Blair from Yarmouth Big Bounce, who set up 3 in 1 bounce at Seacaps Park for use during Children's carnival, then opened up facilities and started other prep for day, greeted other event staff as they arrived and set them up with chores, also greeted each musical act as they arrived and gave them pertinent information, it was a very cold day, so we moved Jamie Cotter's band inside the Fire Hall with Senior Services and other booths, set up and chores continued all day, met with Harmony Bazaar crew at noon to direct them to barbeque area and supplies (borrowed Barbeque from Emily Swim),

helped with major clean up chores in late afternoon, but left waste bins and lawn chairs until Monday (Benn Himmelman was great and helped out all day), watched bounce game until 7pm when it was picked up by Blair and in the last hour before Blair arrived I was able to clearly see the kites flying on the west end of Crescent Beach from my seat at Seacaps Park - checked on TideKite activities regularly throughout the weekend and was pleased to see a good crowd taking part despite the very bad weather - May 13 got help from Dale to collect Springo punches and other materials, then over next two days continued with clean up at Fire Hall and on Seacaps Park, also spent considerable time on May 13 in preparing cheque requisitions and purchase orders as well as gathering invoices and then submitted all to main office for processing and payment;

Canada Day – answered note from Mayor on April 26 regarding MYML support for Beach Day - forwarded several email correspondences received to Mayor regarding Canada Day over the month;

Community Support – assisted with Minor Ball registration at LRHS on April 19 (low registration numbers and it appears that only t-ball will be viable this year locally) - scheduled t-ball on Old Son's Field to begin on May 29 at 6pm and continue on Wednesdays for the season;

Volunteers – April 15 updated volunteers list and contacted Bevin Joudrie to seek photo of he and Tatum for use on electronic notice board – May 1 connected with Adam and others to schedule meeting to discuss reception for Eastern Shelburne County - May 9 attended on line meeting to discuss reception more and potential future processes for volunteer recognition - met with Debbie Scott and George Benham in my office on May 13 to gather Sea Derby biography information for use with nomination submission to Provincial Volunteer Awards;

Other Meetings, etc.:

- attended on line information session for Community Economic Development Fund on April 18;
- took vacation on April 29 & 30 to complete vacation for 2023-24.

Respectfully submitted,

Frances H. Scott
Community Coordinator

Accessibility Advisory Committee Meeting Minutes

Tuesday April 30th, 2024
Start time: 3:00 pm
(In Person Meeting)

In Attendance: Adam Dedrick, Holly Perry, Jessie Dyer, Michelle Vacon, Eric MacIntosh, Terry Stacey, Wanda Buchannan, Ben Nickerson

Regrets: Frances Scott, Penney Smith

Call to Order: Meeting was called to order by Michelle at 3:00pm

Agenda Approval: Meeting Agenda was reviewed aloud. Approval of this agenda was moved by Kent and 2nd by Eric.

Minutes of Previous Meeting: Meeting minutes from November 30th, 2023 were reviewed and approved electronically. This was moved by Wanda, 2nd by Eric. Meeting minutes from March 28th, 2024 were reviewed and approved electronically. This was moved by Eric, 2nd by Holly.

Business:

- a) **Welcome and Introduction:** All members, staff and council members provided introduction and an overview of why the committee was formed was discussed.
- b) **Accessibility Coordinator Update:** Michelle gave an update on what she has been working on broken down goals. See attached full update description.
- c) **Upcoming things to Watch for:** May 26th – June 1st is National Accessibility Week. Different marketing strategies were discussed for highlighting the work the committee is doing.
- d) **Seeking New Committee Members:** There is a new potential Committee member who has been brought forward. Her name will be brought forward to Shelburne Town Council for approval.

Other Business:

- a) There is no other business

Next Meeting Date: Tuesday May 28th, 2024 from 3-4:30pm

Meeting Adjourned