



**TOWN OF LOCKPORT
COUNCIL MEETING
MONDAY, JUNE 24, 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 June 24, 2024 meeting as presented/with the following additions:

4. Approval of Minutes from the June 10, 2024 Regular Council Meeting

Draft Motion: That Council approve the June 10, 2024 meeting Minutes as circulated.

5. Business arising from previous Minutes

There was no business arising from the previous minutes.

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

There are no presentations scheduled for this meeting.

8. Department Reports

- Public Works Department Report (Page 1)
- Community Coordinators Report (Page 2)
- Administration Report (Page 3-4)
- Waste Diversion Officer Report (Page 5-11)
- Staff Report/Request for Proposal from Marcia d'Eon, Municipality of Shelburne (12-23)

9. Finance

- List of invoices already paid in the amount of \$37,162.15 (Page 24)

10. Other Business

- Harmony Bazaar – Street Closure (Page 25)

Draft Motion: That Council approve the street closures during these times;
Friday July 26, 2024 Hall St from Spruce to Beech St be closed to vehicular traffic from 5:00 pm. to 10:00 p.m.

Saturday July 27, 2024 Hall St from Spruce to Beech St. be closed to vehicular traffic from 1:00 p.m. to 10:00 p.m.

- Solar Farm Discussion

11. Council Reports

- Canada Day (Mayor Cory Nickerson)

- o Street Closures

Draft Motion: That Council approve the following street closures for Canada Day Celebrations:

Sunday June 30, 2024 – Crest Street (from Beech Street to South Street) be closed to vehicular traffic from 2:30 to 6:00 p.m. to accommodate the Soapbox Derby.

Monday July 1, 2024 – Hall Street from Spruce to Beech Streets be closed to vehicular traffic from 9:00 a.m. to 10:00 p.m. (events all day) When required throughout the day, temporary supervised traffic restrictions may be implemented to accommodate specific events.

It should be noted that for all of these recommended street closures, access by emergency vehicles for emergency purposes will be accommodated.

- o Risk Management (Page 26-27)

Draft Motion: That Council approve the risk management plan put forward by the Canada Day Committee

- Recreation Report (Deputy Mayor Dawn DeMings-Taylor) (Page 28-35)
- Accessibility Advisory Committee Meeting Minutes (Councillor Balish) (Page 36-37)

12. Correspondence

- Letter to Honourable Sean Fraser, Minister of Housing, Infrastructure and Communities, from Warden Penny Smith (Page 38-39)

13. Information Only

14. Date of next meeting

- Monday July 8, 2024 at 6:00 p.m.

15. "In Camera"

16. Adjournment

Regular Council Meeting 062424.agd



Public Works Department Report

- Installed projection screen in library
- Made and installed handles on shower/change room doors at the Beach Centre
- Put plywood on tower behind Fire hall for insurance purposes
- Installed new hot water tank at Lighthouse stage
- Installed water supply in toilet at Medical Centre
- Secured new shelving to wall in library
- Put up Canada Day flags
- Whipper snipped Trestle trail
- Picked up plywood and barbeque from Woodworkers Home Hardware
- Took canopies to Beach Centre
- Put up signs along boardwalk for Indigenous Peoples Day event
- Assembled more benches

Community Coordinator Report to Council
for June 24, 2024 meeting

Ball Field Upgrades – We recently received word from N.S. Dept. of Communities, Culture, Tourism and Heritage, that we have been approved for \$8,000 toward our ball field upgrades under the Community Recreation Capital program. All of the work we have carried out to date at the field are eligible costs since we had already submitted the application and informed our regional consultant that we were starting some of the more time sensitive work with the understanding that should we not be approved for funding the cost of the work would all rest with us. Over the next few weeks, I hope to take a closer look at our expenditures to date, to help determine how much more work we can do in light of this funding.

Summer staffing - As Council is aware, without any provision for summer staff this year, I am uneasy about how to accomplish many of the tasks we normally undertake during the summer months. I would like to discuss the possibility of establishing a list of people who could be called upon as casual employees (Recreation Technicians) to undertake project specific tasks where the funds to pay them would come from already established budgetary amounts or other resources such as Communities on the Move monies. Examples of the type of projects I am referring to would be events like our annual Seniors Picnic, and trails work at Roods Head Park.

Communities on the Move - At the time of writing this report Nick Stewart Cement Work were busy digging up sites and building forms to receive concrete for anchoring bike racks, benches and other related walkways and equipment relating to our active transportation plan and Make Your Move Lockport. Hopefully by the time of this meeting, we will be able to see some of this in place.

Respectfully submitted,

Frances H. Scott
Community Coordinator

**ADMINISTRATION REPORT
COUNCIL MEETING
JUNE 24, 2024**

BUILDING PERMITS ISSUED 2024/2025 FISCAL YEAR

To date, there has been One (1) building permit issued for the 2024/2025 fiscal year.

TAX COLLECTIONS

As of June 20, 2024, *taxes owing are as follows:*

2021 & prior = 28,641.80

2022 = \$ 15,400.93

2023 = \$ 59,799.82

2024 = \$113,896.77

Total taxes owing is \$ 217,739.32.

The Federal Government is addressing the outstanding taxes owed by tenants occupying crown properties at the North Government Wharf location. The total of outstanding taxes on these accounts is \$3,981.08 plus \$2,611.29 interest on six Gear Shed accounts and \$21,641.11 plus \$14,172.44 interest on a sub-leased account. I do not have anything new to report pertaining to their progress.

Mayors/Wardens/CAO's Meeting

The Meeting was postponed last week and will be held in Lockeport, in the upstairs at Crescent Beach Centre on June 26, 2024.

Wastewater Treatment Plant Upgrades Project

The tender for the Wastewater Treatment Plant Upgrades has been posted on the Nova Scotia Procurement site with a deadline for submission of 4 weeks. CBCL will be doing a site visit on July 4, 2024. I have asked Dan Vincent if he can be on site as well as Kevin Snow.

Medical Centre

Anthony Atwell has finished replacing the roof of the Medical Centre and it looks lovely. Cody Stuart will be doing the painting on the inside of the Medical Centre the weekend of June 21st, 2024. I am sure the Nurse Practitioner will be incredibly happy with the results.

Library

I have been approached by the "Friends of the Library" to see if the Town could cost share painting the inside of the library to freshen it up. I asked Cody Stuart to check the library after he finishes at the Medical Centre so he can give me a quote on what it would cost for him to paint the inside. I will get back to Council when I have a price on what the cost would be to the Town of Lockeport.

Crescent Beach Centre Manager Position

The Crescent Beach Visitor Information Centre opened for business on June 1, 2024. I am thrilled with the amount of work and energy Emily and Greg have been putting into their workplace. I see wonderful things happening there in the summer of 2024.

Nick Stewart will be installing a bike rack for public use at the Beach Centre.

Little School Museum Curator

The council made the decision that Olivia Swansburg (Museum Curator), will be based at Crescent Beach centre this summer. Museum tours will be promoted at the Beach Centre and Olivia will conduct the tours as requested.

Year End Audit

The Auditors spent the week of June 3 to June 7, 2024, at the Town Office. They are hoping to present the year end audit to the Council at the Regular Council Meeting of July 22, 2024.

Budget 2024/2025

The 2024/2025 budget was approved at the Regular Council Meeting of June 10, 2024.

Tennis Court Camera

The camera has been purchased for the Helen Ghent Tennis Courts.

Respectfully Submitted by:

June Harding-Town Clerk/Treasurer
Town of Lockeport

**Waste Diversion Officer Report:
February 1, 2024 – June 1, 2024**



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Waste Diversion Officer Update

HHW

Household Hazardous Waste continues to average 15-20 customers each Monday we have been open throughout the reporting period. Most of the waste we receive continues to be "Lab-pack D" category, which is paint/thinners, other materials typically related to home improvements/renovations.

GFL completed a shipment in March 2024, we sent out 16 barrels of Hazardous Waste, with another shipment almost ready to go. We have a bit of backlog to work through to assure we meet permitting standards.

We continue to find chemicals at the gate/door of the Public Works building at 243 Sandy Point Rd. Most often it is on Monday's that the site is not open, however it remains an issue on any given day. I did have one day in April where paint had leaked out of the can, luckily it was contained to a box that the can was placed in. We will be looking at cameras for the public works building in the future to mitigate these concerns.

We have had an agreement sent through Product Care, the organization that currently collects our Paint products sent us a contract for engaging in the "NS Light bulb collection and recycling program" and is awaiting approval of council to assure that we can start disposing of our lights for no cost. This is for lightbulbs of all types.

We will have to allot an area in the public works building to store/manage the lights as the program requires that the lights be housed in a covered area that is not exposed to the elements. The lights will be placed in tri-wall cardboard containers on pallets, and we must fill 3 pallets before we can request a pickup. This will mean we will have to have a spot designated 15X15 ft. to store the pallets, we will need a pallet jack to move/load the pallets for pickup.

In March Nova Scotia Environment (NSE) attended the site for an unannounced audit, I was contacted by NSE in early April with the results. We passed the audit and were provided with our new approval which expires February 2034. The last audit was completed prior to this writer's arrival, and we were provided with compliance orders, therefore it was considered a success for this writer to be fully compliant for this audit. This writer completed the NSE annual report for the HHW program in February that reflects the same averages comparable to the last 2 years of growth we have seen with users at the program which has held strong at approximately 300% increase from what the program accepted in 2017/18 fiscal. There is still work to be done to assure that the program remains compliant as well as to assure we are adapting to the EPR changes and changes to how all waste is being managed in the province.

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Upcoming:

- Summer HHW starts on Saturday June 15, 2024.
- We will be open on July Staging the area for the NS Light bulb collection and recycling program.
- I will be looking into clearing out our large cache of drill batteries and contacting GFL with regards to testing unlabeled chemicals to ensure safety with lab-packing. (Contact has been made with GFL regarding lab-packing unlabeled chemicals, we are trying to work on a date)
- I will be revamping and updating the HHW Contingency plan to assure it is up to the Nova Scotia Environment permit regulations.
- Facilitating a Paint truck pickup.

RMRF

The Regional Materials Recovery Facility (RMRF) has been entering the busy season, with some of our daily totals now reaching 35-40 customers per day, we have received a lot of leaf and yard waste along with materials from new renovations/roofs and other Spring/Summer based business.

The metal pile has been relocated within view of the scale house where the lobster pots were stored previously. The lobster pot drop-off area is now where the metal pile was previously located. Mark Williams brought in some fill to smooth over the previous metal pile as the leftover metal debris was a hazard for vehicles to drive over. This allows for us to assure we are following best practices with relation to the management of our materials. This also provides us with an unobstructed path to relocating the monitoring well that was damaged over a decade ago.

Metal crushing was completed this year by Ross & Sons. Earlier in the year we had accepted a load from a Dangerous and Unsightly clean-up that resulted in 60-75 All-Terrain Vehicle frames. This had never been a concern in the past, despite having on average 5-10, the increase in volume of ATV tires resulted in Ross & Sons having to reschedule. We were provided with a 3-day window for removing the tires from all frames to assure we were able to maintain the quoted price for the metals being shipped out. With the relocation of the metal drop-point we will be looking to complete metal crushing in November/December of this year.

Ross & Sons arrived at the site on March 7, 2024, and finished on March 14, 2024. During the week at the C&D site there was 1 day that Ross & Son's equipment was left unattended in the metal yard (before relocation you could not see the metal pile from the scale house) and someone cut/stole 12 feet of cable that connected the magnet to the excavator that loads the metal into the crusher/bailer. The job was near completion, so Ross & Sons wrapped up which left us 2 dump trucks full of metal, which has now been relocated to the new metal pile.

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We sent a load of rope to Norway, via our partnership with the Fishing Gear Coalition of Atlantic Canada. The rope truck arrived in late March and this writer and Mark Williams loaded the rope truck within the 2-hour time limit to assure we did not receive a fine from the trucking company. This requires using ladders to remove the tarp from the top of the truck, removing the trailer roof bars, then installing them and tarping the load after completion. Earlier this year council agreed to send in a letter of support for the fishing gear coalition of Atlantic Canada. This program is an important part of keeping rope out of the landfill.

We have shipped out 1 load of leaf and yard waste to Barrington partial landfill as well as 1 load to Yarmouth Organics. The first load was shipped to Yarmouth in March, and we received word that they were happy with the first load. Acceptance of our leaf and yard waste is contingent on no rocks/soil, or large limbs that would exceed 6 inches in diameter.

The Provincial treated lumber ban will commence in July 2024. Handouts have been provided and signage has been posted to indicate this to users of the site. We are currently in the RFP phase of securing covered bins to receive treated lumber. The bins will require that the lumber would be hand loaded into the bin to assure that contaminants do not reach the ground/surface water. This decision was made in consultation with NSE and Fracflow to assure we were following best practices with managing this material. We received our Operating Approval from NSE, which provided variances (exceptions) to the current operations to allow for the Wetlands Assessment to be completed, which will wrap up in early October.

This writer completed a contingency report for the RMRF which has been brought to the site along with site approval to assure that RMRF staff have access to our Contingency protocol in the event of an emergency, with contacts and hierarchal phone reporting depending on the incident. New signs regarding safety when unloading vehicles to identify and highlight tripping hazards that may occur when off-loading vehicles. The barriers have been painted with fluorescent paint to assure they are visible. There are instances where customers push the barriers aside to allow them to back directly over the drop point. However, staff are continually monitoring to ensure they remain where they are to increase safety at the site.

On April 20, 2024, we hosted the Earth Day compost giveaway at the C&D site. RMRF staff were on hand to assist residents with shoveling the composting soil into the container/bucket they brought. Staff assisted with off-loading waste with customers who attended the site for the 400lbs. of free tipping fees (\$12.00 total). The event was well attended with 40 customers receiving the free tipping fees and upwards of 65 customers who attended the site for the composting soil. With the blue bag announcement this writer had lots of educational opportunities to answer questions for residents.

Upcoming:

- Wetlands assessment May-October 2024.
- Removal of ATV tires from rims
- Bush cutting between scale house/drop points

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- Bush cutting the Environmentally Capped field
- Locating the damaged monitoring well for use or capping
- Award RFP and install bins for managing pressure treated lumber
- Tipping fee Review – Staff Report June 26.

Education, Solid Waste Removal & Enforcement

I have received 1024 calls this reporting period. The calls vary from sorting questions, missed collection pickups to neighbor disputes or by-law complaints. Once the 2-bag recycling was announced the number of calls ballooned to over 600 calls in 8 working days. Each call averaged 4 minutes, which is a total of 2400 minutes of phone education. This accounts for 5.5 full working days of 8 during this time frame that was dedicated to answering phones only.

We continued to experience higher than normal call volumes between April/May with regards to the curbside collection. Our service provider has experienced some staffing issues which have resulted in hundreds of missed pickups, sometimes with whole roads being missed. In this instance, I and the bylaw enforcement officer have been assisting by picking up missed stops to assure that it doesn't create further impact/delays.

The Director of Operations and I have had weekly meetings with GE Environmental Management to notify them of missed stops as well as to assure that the trucks are consistent with what materials are rejectable and things have started to turn the corner as of mid-May as calls are starting to decline and missed stops have resumed to normal averages.

GE is currently mapping the route to determine if there is a more efficient system for collecting waste in the Shared Services Units. Some of the days they pickup are significantly longer than others and they may suggest for the Municipality to make some changes to the collection schedule to accommodate this in 2025.

Spring Metal collection was from April 1-11th, there was minimal education needed and with each metal collection we are seeing improvements. I have corrected the wording "Spring clean-up" and "Fall clean-up" every time that a resident calls to enquire as well as on the Facebook ads to assure that residents understand that it is Spring and Fall metal collection and that bulky items are accepted throughout the annual pickups.

Angela Taylor with Region-6 and this writer attended the SRHS O2 and Environmental Awareness group on Earth Day to do a litter pickup from the corner of Woodlawn drive to the ice cream shop just past Spa Road. We collected up to 40 bags from the school grounds as well as in the ditches. This has been a hit at the school, and we are looking at expanding this next year to include Lockeport High School. The Town of Lockeport and Town of Shelburne rallied their residents/staff/councils to participate in town wide cleanups. The Town of Shelburne had

upwards of 80 bags collected and the Town of Lockeport had almost 40 bags, not counting refundable which were used for fundraising efforts.

We have delivered 54 green carts in this reporting period. Most of these deliveries were in April/May. There was some confusion on the Waste trucks with regards to green cart management and there was a 2-week window that green carts were being left full or taken to landfill if the cart had a crack, or damaged lid. It was confirmed with the truck supervisor that residents are to request new green carts when they see fit. This resulted in a large increase in green cart requests, where some residents were able to pick theirs up whilst in the area. A total of 8 of these requests came from a resident returning home from work to their green cart being gone and removed by the waste trucks. This expedites the delivery process as the resident has no cart otherwise to dump their food waste otherwise it is possible to wait a few days or schedule the delivery for the day after the waste trucks have emptied the damaged cart.

EPR UPDATE

Extended Producers Responsibility (EPR) is still in the unveiling process. There have been additions to the EPR for Electronics Products Recycling Association (EPRA) effective June 1st, 2024. We did not receive the list, nor the approval to circulate the document until the last week of May 2024. We have now posted the list as well as shared the posting from King Street Enviro Depot to assure that residents are aware of the additions to the EPRA program.

Nova Scotia Municipal Consultation on the Readiness Report is a meeting set for June 12th, that will indicate the next steps in the EPR for Packaging, Paper Products and Packaging-like products (PPP). In March of this year, we received correspondence from Queen 2nd generation landfill that informed us that the way we collect our recyclables would have to change based on the EPR model. With the help of region-6 we were able to produce ads for the public and hit the target of allowing residents a 6-month window of opportunity to assure they were able to utilize the waste bags they have already purchased along with time to ask questions about the changes and identify any items that they were curious of which stream of recycling it would belong to.

Due to the changes in how the province is managing waste and with the implementation of EPR, some of the private haulers have been sending out notices to customers with regards to sorting in bins that are rented from private industry. This has prompted several businesses in the area to transition back to public solid waste pickup. I have been contacted by local businesses for assistance and educational materials for them to share with staff to assure they are sorting properly to avoid rejections upon pickup.

LITTER INCENTIVE PROGRAM

The 2024 Litter initiative has been a success again this year. We had a lot of interest initially and all the km's had been spoken for, however we have had a few groups drop out due to scheduling conflicts, or groups that have reconsidered due to lack of interest. Most of the groups are raising monies for their respective charities or charitable organizations. To date we have 21 km's completed, with 6km's spoken for with late June being the anticipated completion date. I am awaiting word from 1 group who expressed interest earlier in April when all the km's were spoken for and if that group decides to participate this year, we will have had 10 groups in total who participated in comparison to 2019 when we had 4 groups participate in total.

From the 21Km that have been completed the litter initiative groups have collected 315 bags of litter. With the Town of Lockeport, Town of Shelburne and SRHS pickups included we have retrieved just over 475 bags of litter. For all these litter pickups, I provide the supplies (typically delivery or pick up from the office depending on scheduling) I secure the permits through the Department of Transportation as well as collect the waste and assure it is picked up

Upcoming:

- Waste audits (ongoing)
- Litter initiative (ongoing)
- Business education (2-bag recycling)
- Educational sorting video with Region-6



STAFF REPORT

TO: Municipal Council

FROM: Marcia d'Eon, Director of Operations & Protective Services

APPROVED BY: Warren Macleod, CAO

DATE: June 12, 2024

SUBJECT: RFP AWARD-Rental of Covered Bins & Service

BACKGROUND

At the Council meeting on April 24, 2024 Council made the motion to authorize staff to put out an RFP for covered bins to contain treated lumber at the RMRF site, in order to comply with new regulations.

There were two submissions received: Harlow's Construction and GE Environmental.

EVALUATION

The submissions were scored using the following criteria:

Evaluation Criteria:	%
Suitability and quality of the proposed bin	30
Cost	45
Proposed timeline for installation and completion.	5
Convenience of service schedule and availability	20

The evaluation committee consisted of the following individuals:

Marcia d'Eon, Director of Operations & Protective Services

Dan Vincent, Sewage Treatment Operator and Public Works

Ryan Jamieson, Waste Diversion Officer

DISCUSSION

The submissions were reviewed for compliance with the RFP and to confirm the inclusion of all items within the scope. Follow up questions were sent to each proponent to confirm service requirements and pricing.

Pricing for each was nearly identical, with Harlow’s having a slightly less expensive overall cost for the first year with subsequent years, if renewed having increasing fees. The covered bin and type of cover are nearly identical between the two proponents. GE Environmental can provide the bin by the quoted deadline, while Harlow’s Construction advises there will be an estimated one-month delay in having the bin on site, which will necessitate alternate arrangements for this period.

The evaluation criteria were utilized to score each submission with the following scores achieved:

Harlow’s Construction	95/100
GE Environmental	99/100

The scores were very close between proponents with Harlow’s Construction indicating that they require site works to be completed prior to installation of the bin at additional cost, as well, they are only interested in a 5-year contract. GE Environmental has indicated that no site works are necessary and agreed to a one-year contract with the option to extend up to five. The C&D site is currently undergoing updates to remain permit compliant, the one-year contract allows for flexibility in the operational activities at the site.

RECOMMENDATON

That the Council of the Municipality of the District of Shelburne award the **Rental of Covered Bins and Service** to GE Environmental as a one-year contract with the option to extend, as per the details outlined in their proposal.

ATTACHMENTS

RFP-Rental of Covered Bins and Service

Municipality of the District of Shelburne



Request for Proposal

MDS Request for Proposal-Rental of Covered Bins and Service

Release Date: May 8, 2024

Proposals will be received no later than 4:00 pm on Tuesday May 28, 2024

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Project Overview:

We are seeking proposals for the rental of and service of two covered bins at our Regional Materials and Recovery Facility (RMRF) site located at 4571 Highway #3 West Green Harbour, NS.

Install one covered bin/dumpster in drop point #1 that will be used for the storage of treated lumber. Once the bin is full the proponent will pick up the full bin and dispose of the contents at an approved facility (Region of Queens), leaving an empty covered dumpster in its place.

Scope of Work:

The selected vendor will be responsible for the following:

- a) Supply two covered bins by June 28, 2024 estimated size 30 yards; one to be located in drop point #1 at the RMRF site the other to be available for use when the first unit is being transported to the disposal facility. The vendor is responsible to ensure that the bin size suits the available space in drop point #1.
- b) Service/trucking of filled bins to a disposal facility (Region of Queens) on an as needed basis (or other schedule to be provided) when the dumpster is filled with eligible material.
- c) Coordination with relevant stakeholders, including RMRF staff, municipal staff and the material receiving facility, to ensure smooth installation and service.

Submission Requirements:

Interested vendors are requested to submit proposals containing the following information:

Description of the proposed covered bin, including size and description of the cover and its operation.

Proposed installation timeline-Bins on site by June 28, 2024 or indicate soonest possible date.

Cost breakdown, including bin rental, installation, and any service fees; breakdown of trucking fees by load would be preferred.

Provide two references-name and contact information.

Proof of relevant insurance and compliance with safety standards.

Submission Instructions:

Respondents are requested to submit one (1) digital copy via the above email addresses, clearly marked "MDS Request for Proposal-Rental of Covered Bins and Service" to the contact noted below prior to 4:00 pm, Tuesday May 28, 2024 (Atlantic Standard Time)

Interested vendors should submit their proposals electronically to Marcia d'Eon, Director of Operations & Protective Services. Any questions regarding this RFP should be directed to Marcia d'Eon marcia.deon@municipalityofshelburne.ca or 902-875-6825.

Important Dates:

RFP Issuance Date: May 8, 2024

Submission Deadline: May 28, 2024

Project Commencement: Immediately upon award

OPENING, EVALUATION AND SELECTION PROCESS

Opening

Since price is not the only criteria on which proposals will be evaluated, there will not be a public opening of proposals.

Evaluation Criteria:

Evaluation Criteria:	%
Suitability and quality of the proposed bin	30
Cost	45
Proposed timeline for installation and completion.	5
Convenience of service schedule and availability	20

Rejection of Proposal Submissions

A proposal submitted in response to this Request for Proposals may be rejected and the proposal not considered if the proposal:

- a) Does not contain any addendum(s) that have been issued by the Municipality.
- b) Is the second proposal submitted by the same proponent, in which case all proposals submitted by the submitter shall be rejected;
- c) Omits any information required by, or fails to comply with, any provisions of the Request for Proposals document.

Note: The Municipality reserves the right to reject any or all proposals and to negotiate separately with any source whatsoever in any manner necessary to serve the best interests of the organization.

TERMS AND CONDITIONS

Agreement

By submitting a proposal in response to this RFP, the Proponent agrees to abide by the terms

and conditions outlined in this RFP. All proposals shall remain irrevocable unless withdrawn in writing prior to the designated closing time.

Privilege

The Municipality reserves the right to:

- a) Modify the terms of this RFP at any time at its sole discretion.
- b) Suspend or cancel the RFP at any time for any reason without penalty.
- c) Reject any or all proposals, not necessarily accept the lowest proposal, or to accept any which it may consider being in the best interest of the Municipality.
- d) The Municipality also reserves the right to waive formality, informality or technicality in any proposal.
- e) In the event that a number of submissions are substantially the same amount or score, the Municipality may, at its discretion, call upon those Bidders to submit further bids or to make a presentation to the Municipality.
- f) Award a contract on the basis of the initial offers received, without discussions or requests for best or final offers.
- g) Disqualify bidder(s) if there is an existing or recent business or personal relationship which can be perceived as causing a conflict of interest. Proposals shall contain a declaration of conflict of interest.
- h) Reject any bidder if after an investigation of the evidence submitted by the bidder fails to satisfy the Municipality that the Proponent is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein.
- i) No term or condition shall be implied, based upon any industry or trade practice or custom, any practice or policy of the Municipality or otherwise, which are inconsistent with the provisions contained herein.

Confidentiality

This RFP document (including all attachments and appendices) may not be used for any purpose other than the submission of an offer. Proponents shall not use information obtained through the RFP process without written permission of the Municipality.

The successful proponents will be permitted access to files and reports that relate to this RFP. Information pertaining to the Municipality obtained by the successful proponents as a result of this project is confidential and must not be disclosed without written permission of Municipality.

By submitting an Offer, the Proponent agrees to public disclosure of its contents subject to the provisions of the Municipal Government Act relating to Freedom of Information and Protection of Privacy. Anything submitted in the proposal that the proponent considers to be personal information or confidential information of a proprietary nature should be marked confidential and will be subject to appropriate consideration of the Municipal Government Act as noted above.

The work described in this RFP is being conducted with public funds, and the fees and expenses proposed in the Bidder's submission will be made public.

Law

The law applicable to this RFP and any subsequent agreements shall be the law in force in the Province of Nova Scotia.

In responding to this RFP, Proponents warrant their compliance with all appropriate Municipal, Provincial and Federal regulations, laws and orders. Respondents must agree to indemnify the Municipality and its employees if they fail to comply, and the Municipality reserves the right to cancel any agreement arising from this RFP if the proponent fails to comply with the above.

The selected firm shall indemnify the Municipality, its officers and employees against any damage caused to the Municipality as a result of any negligence or unlawful acts of the successful proponent or its employees. Similarly, the successful proponents shall agree to indemnify the Municipality, its officers and employees against any claims or costs initiated by third parties as a result of any negligence or wrongful acts of the successful proponent or its employees.

Payment of Fees

Payment will be based on an invoice submitted by the successful proponent and payable following the completion of the scope of work and the receipt of all deliverables. Monthly service invoices are preferred.

The Municipality shall have the right to withhold, from any sum otherwise payable to the Proponent, such amount as may be sufficient to remedy any defect or deficiency in the work, pending correction of the same.

Invoices are to be forwarded to:

Marcia d'Eon, Director of Operations & Protective Services
Municipality of the District of Shelburne
414 Woodlawn Drive
P.O. Box 280
Shelburne, NS
B0T 1W0
Email: marcia.deon@municipalityofshelburne.ca

Subcontractors

Proponents are responsible for obtaining the Municipality's permission prior to hiring a subcontractor. The Municipality may, for reasonable cause object to the use of a proposed subcontractor and require the Proponent to employ another subcontractor.

All subcontractors employed by the proponent will be subject to the same terms and conditions

of the Contract, and will be under the supervision and control of the Proponent. Nothing contained in the Contract shall create a contractual relationship between the Municipality and subcontractor.

Contract

The successful Proponent shall enter into a contract within 30 days of award. Except as expressly and specifically permitted in these instructions to proponents, no proponent shall have any claim for any compensation of any kind whatsoever, as a result of participating in this RFP and by submitting a proposal, each proponent shall be deemed to have agreed that it has no claim.

Unless otherwise noted in previous sections, the contract will be terminated for any of the following reasons:

- a) Unsatisfactory performance of work,
- b) Conduct detrimental to the Municipality,
- c) Lack of response to work requests,
- d) Evidence of Collusion,
- e) An existing or recent business or personal relationship which could be perceived as causing a conflict of interest.
- f) Becoming insolvent or has filed against a Petition in Bankruptcy or makes an Assignment for the benefit of Creditors or it a Receiver is appointed for its assets.

If agreed by both parties the contract may be re-negotiated to include an extension of related services for a longer period of time.

Notice to Perspective Proponents

- a) The information contained in this RFP is supplied solely as a guideline for proponents. While every reasonable attempt has been made to ensure its accuracy, the Municipality does not guarantee or warrant its accuracy, nor is it necessarily comprehensive.
- b) By submitting a response to the RFP, the Proponent represents and warrants that such bid is genuine and not false and collusive or made in the interest or in behalf of any person therein named, and that the bidder has not, directly or indirectly, induced or solicited any other bidder to put in a false bid, or any other person, firm or corporation to refrain from bidding, and that the bidder has not in any manner sought by collusion to secure to the bidder an advantage over any other bidder.
- c) If at any time it shall be found that the person, firm or corporation to whom a contract has been awarded has in presenting any bid or bids, colluded with any other party or parties, then the contract so awarded shall be liable to the Municipality for all loss or damage which the Municipality may suffer thereby; and the Municipality may advertise for a new contract and for said labour, supplies, materials, equipment or service. Unauthorized conditions, limitations or provisions attached to an RFP may cause its rejection.
- d) The Proponent, by submitting a bid, shall represent and warrant that he / she has sufficiently informed themselves in all matters affecting the performance of the work or the furnishing of the labour, supplies, materials, equipment, or service called for in the

quotation documents; that he/she has checked their bid for errors and omissions; that the amounts stated in his/her bid are correct.

- e) If a written agreement cannot be negotiated within 30 days of notification to the proponent(s) initially selected, the Municipality may, at its discretion, terminate negotiations with the proponent(s) and either negotiate a contract with the next highest qualified proponent or cancel the RFP process and not enter into a contract with anyone regarding the RFP.

Procurement of Additional Services

The Municipality may procure services from additional Proponents under the following circumstances:

- a) If the project scope is outside the scope of services, as deemed by the Municipality;
- b) If the project is being performed on behalf of a Village or another municipal unit, that Village or municipal unit may invite one service provider of its choosing to bid on that project;

Proponent Responsibilities

- a) The offer must be signed by the person(s) authorized to sign on behalf of the company and binds the company to the statements made in the proposal.
- b) The Proponent shall confirm in their submission that the Proponent agrees to abide by the terms and conditions outlined in the RFP. Submissions which do not have this confirmation will not be considered.
- c) Proposed subcontractors and or consultants must be listed with attached resumes. A joint proposal submission must indicate which Proponent has overall responsibility for the offer. If a Proponent wishes to submit alternative options, each option is to be submitted as a separate proposal.
- d) The Proponent is entitled to amend its proposal at any time before the closing time. After the closing time, the consultant will not change the wording or content of its proposal and no words will be added to or deleted from the proposal, including changing the intent or content of the presentation of the proposal, unless requested by the Municipality.
- e) The Proponent shall not transfer responsibility to meet the obligations of the contract to a third party without the written consent of the Municipality.
- f) Proponents are solely responsible for their own expenses in preparing the proposal, presentation of the proposal, and any travel costs incurred in presentation and/or interviews and negotiating a contract.
- g) It is the Proponents responsibility to ensure that their submission is complete and is delivered to the Municipality by the date and time indicated. Proposals submitted after the above noted time shall be returned unopened.
- h) Except as expressly and specifically permitted in these instructions to proponents, no proponent shall have any claim for any compensation of any kind whatsoever, as a result of participating in this RFP and by submitting a proposal, each proponent shall be deemed to have agreed that it has no claim.

Data

All data materials, and information collected and work products created either directly for, or in support of the work outlined in the RFP is the property of the Municipality.

The successful Proponent is expected to submit digital copies of all work completed to the Chief Administrative Officer or their designate.

The consultant shall not be permitted to publish or in any way use said information without the expression or final approval of the Municipality of the District of Shelburne.

Quotations & Payment

Prices must be in Canadian funds, and shall include all handling, freight, duty, and any other charges, which are applicable at time quotation is awarded. It is the responsibility of the Proponent to find out from the appropriate authorities what rates and charges are applicable to this quotation.

HST

The quoted prices must clearly show the Harmonized Sales Tax as a separate item from the total price submission.

Insurance and WCB

The Proponent acknowledges that he/she is an independent Contractor and shall, indemnify, protect and save harmless The Municipality of Shelburne, its agents and employees from all damages, liabilities and claims of whatsoever nature arising out of the furnishing by the Proponent, its agents or employees of the materials and/or performing of the services covered by this RFP. The Vendor remains responsible for maintaining the required insurance even if the certificates are never exchanged and/or requested.

It is also expected that bidders shall be in good standing with the Workers' Compensation Board of Nova Scotia at all times when providing the service outlined herein or, if exempt, provide written proof thereof.

Inquiries/Contact/Addenda

All inquiries about the RFP must be directed to MDS at least five (5) business days prior to the submission date, (through e-mail, which receipt shall be confirmed) to:

Marcia d'Eon, Director of Operations & Protective Services:
marcia.deon@municipalityofshelburne.ca

Copies of all questions and answers and any addenda will be uploaded to the Provincial Procurement Website no later than three (3) business days prior to the Final Submission date.

Only formal written responses to properly submitted questions will be binding on the Municipality.

All responses by the Municipality (addenda) will form part of the Request for Proposal process.

Vendors may be advised by addenda, via the website at <https://novascotia.ca/tenders/tenders/ns-tenders.aspx>, of required additions, deletions or alterations in the requirements of the Request for Proposal documents. It is the responsibility of the vendor to check the website to ensure all information has been obtained. All such changes shall become an integral part of the Request for Proposal documents and shall be allowed for in arriving at the total submission price.

Notification

Submissions will be assessed, and proponents may be contacted to answer questions or to present their proposal. The unsuccessful respondents will be informed in writing.

Contract Award

The award of this RFP is conditional upon the successful respondent entering into an agreement to perform the services and other obligations as required by this RFP.



(25)

P.O. Box 249, Lockeport, N.S., B0T 1L0

June 17, 2024

Mayor & Council
Town of Lockeport
P.O. Box 189
Lockeport, NS
B0T 1L0

Dear Mayor & Council:

The 2024 Harmony Bazaar Festival of Women & Song is scheduled to take place on July 26th, 27th and 28th. With this in mind, we are writing this letter to request permission for the following street closures during this time:

Friday, July 26, 2024 - Hall Street from Spruce to Beech Streets be closed to vehicular traffic from 5:00 p.m. to 10:00 p.m.; and

Saturday, July 27, 2024 - Hall Street from Spruce to Beech Streets be closed to vehicular traffic from 1:00 p.m. to 10:00pm.

We understand that these closures would not apply to emergency vehicles and people who live in the area effected by the closures.

Please let us know if you require anything further in this matter. We look forward to your reply.

Thanks,

Ellen Suttle
Secretary

2024 Lockeport & Area July 1st Celebrations Risk Management Measures:

In large part, the events that are planned to take place in 2024 are much the same as those which took place in 2023.

In the following text “the Committee” refers to the Canada Day Committee for the Town of Lockeport. Listed below are the specific risk management provisions that have been put in place for 2024 events.

First Aid Stations - For each event planned by the Committee, there will be a first aid station at the event in case anyone should be injured. For less active events, the station will consist of a first aid kit with a person on hand who is trained in standard first aid procedures. For more active events, specifically including the grease pole, and large outdoor concerts, the Lockeport & Area Medical First Responders will be on hand to deal with first aid issues.

Supervision - For each event planned by the Committee, there will be a number of supervisors on hand. This number will vary according to the number of people expected to attend the specific event and will be comprised of staff and community volunteers.

Grease Pole - This particular event will be held at a wharf over water, and therefore we are taking extra precautions to avoid problems. At all times during the event, there will be a safety boat in the water, near the wharf and there will be a qualified lifeguard and our local Medical First Response team with lifesaving equipment on hand on the wharf. The event has been scheduled to take place when the tide is high so that contestants have a minimal distance to fall before hitting the water. All of these measures are to ensure maximum safety for both participants and spectators.

Rental Interactive Games - The Committee will be renting several game pieces from Glow - The Event Store, who will be providing the Committee with attendants to supervise the games and a Certificate of Insurance (with the Town of Lockeport named as additionally insured) as proof of liability coverage for the equipment involved.

Outdoor Concerts/dances - These events may attract a relatively large group of people. For this reason, the Fire Inspector has been consulted in designing the safety features for our venue fencing plan. These features include a suitable fire extinguisher on hand in the stage areas and security gates maintained as exits. The Committee will be engaging the assistance of security personnel, both paid and volunteer.

Parades - The Committee has identified several traffic issues associated with the parade route. In the case of each parade, a lead vehicle will be designated to ensure a clear path for those who follow. The Committee will be engaging the assistance of traffic management personnel. Said personnel will be easily identifiable by use of high-vis vests and shall be engaged in maintaining restricted traffic areas and parking control along public streets.

Soapbox Derby - This particular event involves non-motorized carts, coasting down a low-slope hill in race heats, two carts at a time. In order to control the quality and safety of the carts, the Committee has had several carts constructed specifically for the event and only these carts will be used. Since the event will take place on a Town Street, the street will be closed to vehicular traffic during the event. In addition, numerous car and truck tires will be placed along the sides of the street to help ensure safety should a cart go astray.

Town of Lockeport - Recreation Committee
June 17, 2024 Meeting

Minutes

The meeting was called to order 6:00 p.m., June 17, 2024, by the Chair, Deputy Mayor Dawn DeMings-Taylor. Also in attendance were: Councillor Dayle Eshelby, Grace Garren and Community Coordinator - Frances Scott. Regrets: Councillor Mary Meagher and MaryAnn Swansburg.

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 May 21, 2024 meeting be approved as circulated. Motion carried.

Reports:

Community Coordinator - Fran stated that her report had been circulated in advance by email. Fran went on to mention a few highlights from the recent Communities on the Move (Make Your Move) in person meeting held here on June 11 with representatives of the four pilot communities and the Province of Nova Scotia in attendance. The meeting was based at Crescent Beach Centre and included a walk around the Trestle Trail Loop, a walk on the beach and a luncheon reception also attended by three members of Council, several Town staff members and members of the Make Your Move Lockeport leadership team. The reviews were all positive for both the food and the surroundings.

It was duly moved and seconded that the Community Coordinator report for May 16 - June 11, 2024 be approved as circulated. Motion carried.

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

Facilities – Seaside Play Park - Dawn stated that the two roofs that have been painted red by the Public Works crew look great. Fran added that Kevin feels we will need at least three more gallons of the red paint to finish the remaining roofs.

Ball Field - Dawn stated that comments from visiting teams at the recent high school Provincial softball tournament were very positive. The boys on our team represented themselves very well and people were impressed by the field, the beach and the community.

Tennis Court - Dawn reported that the Mayor has received the security camera for the facility and she commented that the new sign looks good. Dawn has let Sue Crosby know that the camera is in and Sue expects to have a cheque from the tennis & pickleball club in the near future to cover their portion of the cost.

Make Your Move Lockeport - Fran stated that she expects to meet with Nick Stewart this week regarding concrete projects. Fran distributed two maps for the Committee to review.

One map included proposed locations for eight bike racks and a bike fix-it station. A few minor issues with the map were identified and corrected and everyone agreed with the final locations as follows: for the wave style bike racks are on the corner of North and Spruce Streets opposite the Town Hall, the area between the ball field canteen and the elementary school staff parking lot, beside the Play Park main entry gate and near the building in Roods Head Park; three of the bicycle style bike racks are to go in front of LRHS (left of the front entrance), in front of the tennis courts (left of the main gate) and in grassy area of the parking lot at Crescent Beach Centre; and the fourth bicycle style rack will be positioned near the Christmas tree in Seacaps Park along with a bicycle fix-it station in the area west of the sign beside the Beech Street sidewalk.

The second map showed the proposed locations for a concrete slab at the north end of Point Street with a bench and a concrete walkway running from the edge of Howe Street into the main gate of the Play Park. Fran pointed out that the concrete slab at the end of Point Street will serve several purposes including the provision of a good landing at the bottom of the existing asphalt ramp and a look-off area toward several islands and Osborne/Pleasant Point and an accessible bench location. Everyone felt that this and the Play Park walkway were good ideas. Next the group discussed potential locations for the remaining three manufactured green benches that we purchased with Connect 2 funds. After some discussion it was agreed that concrete anchors should be installed at the present

location of the rainbow Pride bench and the two wooden benches at the entry to Calf Island Road. Green benches should be installed on the concrete anchors and the wooden benches can be moved to other locations. It was suggested that the Pride bench be moved to the corner of Beech and Howe Streets inside Seacaps Park. It was also suggested that one wooden bench be placed alongside the boardwalk near the bell buoy and the other wooden bench be placed in the shaded area between two shanties where there is a tree.

School update - Grace reported that the Awards Night was held on June 13 and went very well. Grace presented certificates and honorariums to the four students who completed the Youth Leadership program last year. The next day a Grad based assembly was held and Exams will take place June 19, 20, 24 and 25. Grace also reported that this will be her last meeting with the Recreation Committee as she will be away for work, her sisters wedding and preparation for university in the US. The Chair thanked Grace for her contribution to the Committee over the past four years and everyone wished Grace well as she embarks on this new chapter of her life.

Old Business:

Volunteers – Fran reported that she had submitted nominations to the Provincial Volunteer Awards for Grace Garren as a Youth Volunteer and for the family of Wayne and Anna Chetwynd for Family Volunteers. Fran added that she had several good letters of support for the nominations and she was particularly pleased with the letter Karen Dash wrote for the Chetwynd family and the letter Jessica Dares wrote for Grace.

World Bicycle Day - Dawn reported that a family from the Play Park with three children took part in the event and Councillor Meagher learned about choosing a bicycle that fits. It was agreed that next year planning for this event will start much earlier.

New Business:

Volunteers – Fran indicated that two nominations had been put forward in the past month, one by Brenda King for the family of Margaret and Ryan Chetwynd and the second by Angela Lloyd for the family of Tim and Marge Garren. It was

agreed that Fran would ask each of the nominators to provide additional information to support the nominations.

National Indigenous Peoples Day – The Chair reminded everyone that there are a number of activities planned to take place on June 21 based at Crescent Beach Centre to celebrate National Indigenous Peoples Day and encouraged everyone to attend.

Next Meeting:

The next meeting was scheduled to be held Monday, July 15, 2024 at 6:00 p.m.

Adjournment:

There being no further business, a motion to adjourn was put forth and the meeting adjourned at 7:10 p.m., June 17, 2024.

Respectfully submitted,

Frances H. Scott
Recording Secretary

Community Coordinator Report
May 16 - June 11, 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 May 21 and recorded minutes, later typed up and submitted for Council packages - May 22 researching remaining reserve and deferred funds for recreation purposes - supervised Charlie Whynot in completing their Co-op hours with the Rec. Dept. May 16, 17, 21, 22,

23, June 4, 6 (sorting & counting refundables, wrapping bingo gifts - June 7 met with June to briefly discuss concerns regarding summer staffing - June 10 sent note to Council seeking information and direction in regards to summer staffing, updated overtime records, travel claim records and created cheque requisitions for AT lane sweeping and Tai Chi travel for submission to main office;

Communities on the Move pilot - May 22 swag research, issued cheques for high school helpers and some of bands for Spring Welcome, spoke with Terri (LES) re: asphalt pad project presentation to Council, received some swag shipments, spoke with Kaila from Fundy Textiles and drafted t-shirt order - May 23 sought input from Emily and Rhiannon on t-shirt order and met regarding June 29 Beach Day - May 24 prepared for and conducted Business Navigator interview of Derek Amalfa with Benn and followed up with June to add appointment to Monday's Council agenda, later went with Benn out through Brighton to locate first three NS Walks signs (Margaret Chetwynd, Bill Lloyd, Terry Stacey) - May 27 corresponded with Elaine Shelton regarding CoM meeting in Lockeport for June 11, then sent out reminder invites to Leadership team and others regarding Focus Group meeting coming up - May 28 attended on line CoM meeting - June 3 sent out new reminder for Focus Group meeting in afternoon - attended with Dayle, Mary, Trevor, Rhiannon, Benn and Emily Burke (set up Zoom link for Sarah, but she was unable to attend) - June 4 corresponded with Derek re: Make Your Move at Work chores - June 5 spoke with Ruth and Tanya at L,S B to discuss June 11 catering at Beach Centre, requisitioned deposit cheque for t-shirt order, met with Derek to discuss Business Navigator position duties - June 6 met with Tanya and Ruth again regarding June 11 meal, met with Emily Swim regarding CoM issues - June 7 delivered sample dishes to L,S,B for portion sizes in preparing for June 11 meal, met with Emily at Beach Centre to design floor plan for June 11 meeting, organized Madelyn MacIntosh and Rowan Goulden to come in on June 8 and sweep gravel rocks off of paved AT lane, gathered photos and emailed them to Elaine for use in slide show for June 10 and 11 meetings - June 10 traveled to Yarmouth for CoM in person meeting at Lake Milo Boat Club, then returned - June 11 checked in at L, S, B regarding meeting meals for 12pm, gathered meeting supplies and went to Beach Centre to set up and prepare for 10am start, met with Greg Vanderveen at Beach Centre parking lot to select location for bike rack installation, went with Benn to pick up extension cord and then take Debbie Scott's NS Walks sign out for installation at her home in Brighton, also installed Communities on the Move sign in Beach Centre parking lot, 10am welcomed

everyone and led tour of Trestle Trail Loop with help from Benn, participants went out onto Crescent Beach at end of walk, lunch arrived at 12pm and we welcomed member of Council, Staff and Leadership team to enjoy an informal luncheon with the group, later reconvened for the final portions of the meeting after lunch, wrapping up at approximately 2pm, others handled packing up and I checked in later to help out with final clean up duties and thank Beach Centre staff and Benn for all their help with a very successful day;

Facilities - May 21 Public Works installed new Tennis Court sign – May 22 picked up tennis court sign magnets from Kevin, spoke with Kevin regarding loam purchase from L, S, B for seeding Seacaps ruts and picking up door donation – May 27 dealt with complaints regarding toilet being rented by LRHS for ball field – June 4 spoke with Kevin regarding Play Park roof painting and moving fridge from Rec. Centre to Beach Centre - June 6 tidied outer portion of Green Room with help from Charlie who moved supplies back to office, met with Roger Latham at tennis courts to book him for repair of fence post that is cut halfway through at bottom - June 11 met with Twyla at Fire Hall to get the Green Room microwave returned and met with LRHS students at Green Room for them to borrow tables for use at their June 13 Awards Night;

Accessibility - May 21 Michelle Vacon in to discuss accessibility matters – June 3 attended on line meeting regarding Equity and Anti-racism plans for municipal units - May 28 attended ESCAAC meeting in Shelburne;

Programs - *Sr. Bingo* – got help from Jill to print June 6 bingo posters and on May 16 shopped for prizes, set up Rec. Centre with help from Dale and Charlie, called bingo and later did partial clean up - *Fridays After School* created participation certificates and got help in printing them from Jill, supervised and led program on May 17 for program wrap up with eight children and help from EmilyAnn and Charlie;- May 21 Checked on tides for various upcoming beach event dates, wrap up chores for Empowerment to Lead event - May 22 promoting Lobster Run/Walk/Wheel (Facebook and email) and received 2 in person registrations - May 25 set up for Lobster Run/Walk/Wheel with Joudries' and RBC volunteers, conducted event (30 participants) and later packed up from event – May 27 updated Run/Walk/Wheel records, then submitted fees and invoices to main office (later tracked down who paid \$15 unaccounted fees) – May 28 created World Bicycle Day event poster and sent out to Rec. Committee, returned arch rental unit to Yarmouth Big Bounce in Port LaTour (Run/Walk/Wheel), sent note

to Pat Randel to check in on Tai Chi program arrangements in my absence - June 3 set up TV and other gear at Seacaps, then met Dawn, Scott and Mary at Rec. Centre to transport bikes, trikes and helmets to Seacaps Park for Bicycle Day event (poor attendance, but Mary learned a little more about bike fit and a family of five came over from the Play Park to enjoy the trikes and learn a little), then tidied up from event - June 4 met with Jeff of Rossignol Surf Shop regarding Surf Clinic at June 29 Beach Day, booked Legion for June 6 tai chi and then sent note to participants to let them know about location - June 6 contacted Dave Holdaway with reminder to open Legion for Tai Chi, took lobster sandwich supplies to Rec. Centre for Nancy Williams who volunteered to assemble sandwiches for Sr. Bingo Lobster Festival edition, later made calls to track down bingo cards that had been borrowed by Amy Cotter for a baby shower (Ellen got them back before bingo), set up Rec. Centre and called bingo (20 players), then tidied up following program with help from the Roszels and Dale - June 7 Submitted sr. bingo money (\$58.50);

Grants – New Horizons - May 16 corresponded with Jennifer Humby by email and phone regarding signature for final report, then sent email to Mayor Nickerson to ask (since Joyce is no longer employed by the Town) that he review the report and send a note to Jennifer by email to indicate that he has reviewed the report and is in agreement with it;

Festivals - *Canada Day celebrations* – May 21 Andrew's Fish & Chips guy in to ask about Canada Day (and HB) - May 23 passed along Andrew Fish & Chips contact info to Emily - May 28 Submitted on line booking request for grease pole lifeguards and sent request for COI from our insurance company for Harbour Authority approval - *Lobster Festival* - promoted Sea Derby Chowder take out and other events;

Community Support - May 26 opened Lighthouse stage washroom for high school Regional softball tournament - May 27 took care of final bank fees and closed Dory Club account at RBC - June 5 organized high school volunteers with transporting parts for two beige canopies to Athletic Fields and then directed group in putting up and securing each canopy (one on soccer field and one on LES playground) - June 6 met with Ruthmarie Adams to discuss July Coding Camp support - June 7 set up pylons for safety on cement left over from batting cage removal at ball field, then helped high school volunteers to pick up and set up

MYML canopy at field for Provincials, also opened Lighthouse stage washroom and checked in regularly throughout tournament;

Volunteers - June 4 research for Provincial Volunteer Awards regarding Family and Youth nominations - June 6 tracked down all final elements for two Provincial Volunteer Awards nominations including several letters of support, then submitted on line nomination of Grace Garren for Youth Award and the family of Wayne and Anna Chetwynd for Family Award;

Other Meetings, etc.:

- attended May 27 Council meeting;
- attended YSMRA AGM and regular meeting in Shelburne on May 28;
- took vacation May 29-31 to attend Atlantic Facilities and Recreation Conference in Fredericton, NB (connected with several playground equipment companies re: wood look manufactured equipment and accessibility features – also picked up two gallons of paint for Play Park roofs at Sherwin Williams Store in Halifax on way home from NB).

Respectfully submitted,

Frances H. Scott

Community Coordinator

Accessibility Advisory Committee Meeting Minutes

Tuesday May 28th, 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, Penny Smith, Kent Balish, Alyssa Adams, Francis Scott

Regrets: Ben Nickerson

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 Terry and 2nd by Francis.

Minutes of Previous Meeting: Meeting minutes from April 30th, 2024 were reviewed and approved electronically. (with the addition of adding Kent Balish to the attendance list) This was moved by Wanda, 2nd by Terry.

Business:

- a) **Welcome and Introduction:** All members, staff and council members introduced themselves to the new member (Alyssa)
- b) **Welkum Park Accessible Opening Update:** Adam gave an overview on what accessibility upgrades have taken place at Welkum Park. There will b a kick off event to bring awareness to the work that has been done on June 22nd, 2024.
- c) **Accessibility Coordinator Update:** Michelle gave an update on what she has been working on.
 - A booth has been booked at Guild Hall during the Famers Market to survey community members on accessibility concerns on August 18th, 2024

- “Accessibility Foundations Training” will take place with Laura Beth MacPherson from the Accessibility Directorate for all 3 units on June 20th, 2024
- Information and Communications Guidelines for staff will have a main focus of plain language, alt text and alternate formats. A motion was made that the Accessibility Committee recommends to council that the information/communications guidelines and plain language primer are adopted by all 3 units. This was moved by Eric and 2nd by Penny
- It was proposed to create a list of public accessible washrooms that can be accessed by community members. It was suggested this could be promoted on the websites
- The “Go Here” washroom access program was reviewed for consideration and showed favorable feedback. Michelle will take this idea to council for review

d) Meeting Location Discussion: a discussion was had around going back to alternating meeting locations between Shelburne and Lockport. All members were agreeable

e) Still Seeking New Committee Members: deadline for new applicants was May 27th, 2024. There are currently no applicants from the Lockport area, however two applicants from the Municipality and one from Town of Shelburne. It was agreed to consider all applicants and update the Terms of Reference to reflect the lack of members from the Lockport area

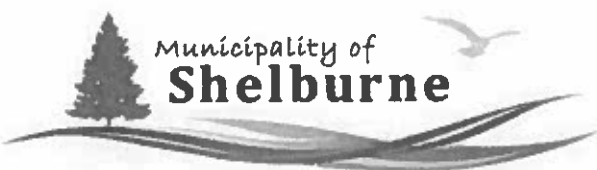
Other Business:

- a) Michelle is looking into better signage for “service dogs welcome” for all 3 units and documentation for staff to have as resource for clarification of what constitutes a service dog
- b) 211 has created an accessibility page on their website. It was discussed that all units could promote this on their websites/newsletters

Next Meeting Date: Tuesday June 25th, 2024 from 3-4:30pm

Meeting Adjourned

(38)



Naturally Yours

136 Hammond Street, PO Box 280 Shelburne, NS BOT 1W0 Phone: (902) 875-3544 - Fax: (902) 875-1278

May 23, 2024

Department of Housing, Infrastructure and Communities
Ottawa, Ontario
Canada
K1A 0A6

Attention: Honourable Sean Fraser, Housing, Infrastructure and Communities

Email: sean.fraser@parl.gc.ca

Re: Expanding Qualifying Expenditures for the Canada Community-Building Fund (CCBF)

Dear Minister Fraser,

I am writing to you as Warden of the Municipality of the District of Shelburne, located in Southwest Nova Scotia. Like many others nationwide, our community has significantly benefited from the Canada Community-Building Fund (CCBF). This support has been instrumental in developing crucial infrastructure across various sectors.

Recognizing the CCBF's profound impact, we propose an expansion of the fund's qualifying expenditures to better address specific, pressing needs in our community: housing, municipal building improvements and the enhancement of port, wharf and waterfront facilities. These areas are crucial for the continued welfare and economic stability of our community.

Housing: Our region faces a critical housing shortage that threatens the stability and welfare of our residents. Funding housing projects through the CCBF would provide essential relief by increasing the availability of safe and affordable housing.

Municipal Buildings: Our municipal facilities, including administrative offices and public works buildings, require modernization to keep pace with our community's growth. CCBF support for these projects would greatly improve our service delivery and operational efficiency.

Port, Wharf and Waterfront Facilities: Developing our maritime and waterfront infrastructure would not only propel local economic growth but also expand recreation and tourism, sustaining our community's long-term prosperity.

Warren MacLeod CAO
warren.macleod@municipalityofshelburne.ca

www.municipalityofshelburne.ca

Penny Smith, Warden
Warden@municipalityofshelburne.ca

In addition to these specific areas, we propose providing Municipal Councils the authority to determine their infrastructure priorities and allocate CCBF funds as they see fit. This flexibility would empower local governments to address the most immediate and critical needs of their communities, ensuring that the funds are used in ways that provide the greatest benefit.

We respectfully request that you consider both the proposed expansions of qualifying expenditures and the empowerment of Municipal Councils to direct these funds. These changes would enable a more dynamic, responsive approach to local infrastructure development, reflecting both immediate needs and strategic, long-term planning.

Thank you for considering this multifaceted proposal. We are keen to discuss these suggestions further and explore how they can be implemented to benefit communities across the nation.

Sincerely,

A handwritten signature in black ink, appearing to read "Penny Smith". The signature is fluid and cursive, with the first name "Penny" written in a larger, more prominent script than the last name "Smith".

Warden Penny Smith

c: Rick Perkins, MP – South Shore-St. Margarets