



**TOWN OF LOCKEPORT
COUNCIL MEETING
MONDAY, OCTOBER 28, 2024, AT 1:00 P.M.
AGENDA**

1. Call to order
2. Silence Electronic Devices
3. Declaration of Elected Candidates

Municipal Elections were held on October 19, 2024.

4. Oath of Allegiance and of Office – Mayor
5. Oath of Allegiance and of Office – Four Councillors
6. Statement of Commitment to Councillors' Code of Conduct as per Town of Lockeport Policy # L-006 (Page 1-7)
7. Appointment of Deputy Mayor
8. Approval of Agenda, including additions or deletions

Draft Motion: That Council approve the agenda for the October 28, 2024, meeting as presented/with the following additions:

9. Approval of Minutes from the October 18, 2024, Regular Council Meeting

Draft Motion: That Council approve the October 18, 2024, meeting Minutes as circulated.

10. Business arising from previous Minutes

The issue brought forward by David Lyons is being investigated.

11. 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.

12. Presentations

There were no presentations scheduled for this meeting.

13. Department Reports

- Public Works Department Report (Page 8)
- Community Coordinators Report (Page 9-10)
- Administration Report (Page 11-12)

14. Finance

- List of invoices already paid in the amount of \$35,810.43 (Page 13)

15. Other Business

- Change of meeting day from Monday to Friday discussion (Page 14)
- Code of Conduct for Municipal Elected Officials Resolution (Page 15-16)

Draft Motion: That Council approve the following Code of Conduct,

Whereas: the Minister of Municipal Affairs and Housing for the Province of Nova Scotia has made the Code of Conduct for Municipal Elected Officials Regulations, N.S.Reg. 220/2024; and,

Whereas: Municipalities are required to adopt the model Code of Conduct prescribed by the Regulations on or before December 19, 2024, pursuant to Section 4(1) of the Regulations and Section 23A of the Municipal Government Act;

Therefore: be it resolved that the Council of the Town of Lockeport hereby adopt the model Code of Conduct as set forth in Schedule “A” to the Regulations; which shall be titled the “Code of Conduct for Elected Officials of the Town of Lockeport”

- Request to do presentation from Birds Canada (Page 17)
- NSFAM Fall Conference (Page 18)
- Council Committees Appointments (Page 19-22)

16. Committee Reports

- Canada Day (Mayor Cory Nickerson)
- Recreation Report (Deputy Mayor Dawn DeMings-Taylor) (Page 23-26)
 - o Notes from Recreation meeting

17. Correspondence

18. Information Only

19. Date of next meeting

- Tuesday November 12, 2024, at 6:00 p.m.

20. "In Camera"

21. Adjournment

Regular Council Meeting 102824.agd

**TOWN OF LOCKEPORT
POLICY STATEMENT**

Policy #L-006

**COUNCIL CODE OF
CONDUCT**

**Effective Date:
July 11, 2011**

**Revision Date:
April 27, 2020
November 14, 2023
February 22, 2024**

PURPOSE

The public expects the highest standards of professional conduct from members elected to local Government. The purpose of this Code is to establish guidelines for the ethical and inter-personal conduct of members of Council ("Members"). The Council is answerable to the Community through democratic processes and this Code will assist in providing for the good Government of the Town of Lockeport.

STANDARDS OF CONDUCT

Members shall uphold the law and at all times:

- (a) Seek to advance the common good of the Municipality as a whole while conscientiously representing the Communities they serve;
- (b) Perform the functions of office truly, faithfully and impartially to the best of their knowledge and ability in accordance with the following core values:
 - (i) Integrity – giving the Municipality’s interests absolute priority over private individual interests;
 - (ii) Honesty – being truthful and open;
 - (iii) Objectivity – making decisions based on a careful and fair analysis of the facts;
 - (iv) Accountability – being accountable to each other and the public for decisions taken;
 - (v) Leadership – confronting challenges and providing direction on the issues of the day.
- (c) Uphold this Code as a means of promoting the standards of behavior expected of Members and enhancing the credibility and integrity of Council in the broader Community.



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COUNCIL RESPONSIBILITIES

The Council will review the Municipality's Code of Conduct annually and make any amendments considered appropriate.

The Council (or its designated Committee) will review, consider or take other action concerning any violation of the Code of Conduct which is referred to Council for consideration.

The Council will participate in education related to codes of conduct no less frequently than every second year.

Where there is any conflict between the Code of Conduct and the requirements of any statute of the Provincial or Federal Government, Provincial or Federal statutes shall take precedence.

MEMBER RESPONSIBILITIES

CONDUCT TO BE OBSERVED

Members are agents of the public whose primary objective is to address the needs of the citizens. As such, they're entrusted with upholding and adhering to the By-Laws of the Municipality as well as all applicable Provincial and Federal laws. As public servants, Members must observe a high standard of morality in the conduct of their official duties and faithfully fulfill the responsibilities of their offices, regardless of their personal or financial interests.

DEDICATED SERVICE

All Members should faithfully work towards developing programs to address the needs of the citizens in the course of their duties. Members should strive to perform at a level which is expected of those who work in the public's interest.

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RESEPECT FOR DECISION-MAKING PROCESS

All Members recognize the responsibility of the Mayor to accurately communicate the decisions of the Council, even if they disagree with such decisions, such that respect for the decision-making processes of Council is fostered.

CONDUCT AT MEETINGS

Members shall respect the chair, colleagues, staff and members of the public present during Council meetings or other proceedings of the Municipality. Meetings shall provide an environment for transparent and healthy debate on matters requiring decision-making.

RELEASE OF CONFIDENTIAL INFORMATION PROHIBITED

No Member shall disclose or release to any member of the public any confidential information acquired by virtue of their office, in either oral or written form except when required by law or authorized by the Municipality to do so. Nor shall Members use confidential information for personal or private gain, or for the gain of relatives or any person or corporation.

GIFTS AND BENEFITS

No Member shall show favouritism or bias toward any vendor, contractor or others doing business with the Municipality. Members are prohibited from accepting gifts or favours from any vendor, contractor or others doing business with the Municipality personally, or through a family member or friend, which could give rise to a reasonable suspicion of influence to show favour or disadvantage to any individual or organization.

(4)

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USE OF PUBLIC PROPERTY

No Member shall request or permit the use of Municipal-owned vehicles, equipment, materials or property for personal convenience or profit, except where such privileges are granted to the general public. Members shall ensure that the business of the Municipality is conducted with efficiency and shall avoid waste, abuse and extravagance in the provision or use of Municipal resources.

OBLIGATIONS TO CITIZENS

No Member shall grant any special consideration, treatment, or advantage to any citizen or group of citizens beyond that which is accorded to all citizens.

INTERPERSONAL BEHAVIOUR

Members shall treat every person, including other Members, corporate employees, individuals providing services on a contract for service, and the public with dignity, understanding and respect and ensure that their work environment is free from discrimination, bullying and harassment.

COMMUNITY REPRESENTATION

Members shall observe a high standard of professionalism when representing the Municipality and in their dealings with Members of the broader Community.

COMPLIANCE WITH EXPENSE POLICY AND HOSPITALITY POLICY

Members shall comply with the expense policy and the hospitality policy for the municipality.

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GOOD GOVERNANCE

Members accept that effective governance of the Municipality is critical to ensuring that decisions are taken in the best interests of all stakeholders and to enable the Municipality to function as a good corporate citizen.

GOVERNMENT RELATIONSHIPS

Members recognize the importance of working constructively with other levels of Government and Organizations in Nova Scotia and beyond to achieve the goals of the Municipality.

CONFLICT OF INTEREST AVOIDANCE

Members are committed to making decisions impartially and in the best interests of the Municipality and recognize the importance of fully observing the requirements of the Municipal Conflict of Interest Act, R.S.N.S. 1989, c. 299 with regard to the disclosure and avoidance of conflicts of interest.

REPORTING BREACHES

Persons who have reason to believe that this Code has been breached in any way are encouraged to bring their concerns forward. No adverse action shall be taken against any Member or Municipal Employee who, acting in good faith, brings forward such information.

CORRECTIVE ACTION

Any reported violation of the Code will be subject to investigation by the Council or by an appointed external investigator. Violation of this Code by a Member may constitute a cause for corrective action. If an investigation finds a Member has breached a provision of the Code, Council may impose corrective action commensurate with the nature and severity of the breach, which may include a formal warning or reprimand to the Member.

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COMPLIANCE WITH CODE

Pursuant to Section 23 of the Municipal Government Act, R.S.N.S. 1998, c.18., the Code of Conduct applies to Mayors, Wardens, Councillors, and positions prescribed by Provincial regulations. Every person to whom a Code of Conduct for a Municipality applies shall comply with the Code of Conduct. Each of these persons is required to sign a "Statement of Commitment to the Code" (attachment A) within seven (7) days of taking the Councillor's oath pursuant to section 147 of the Municipal Elections Act, R.S.N.S. 1989, c.300.

Town Clerk/Treasurer's Annotation For Official Policy Book

Date of Notice to Council Members

Of Intent to Consider (7 days minimum): April 13, 2020

Date of Passage of Current Policy: April 27, 2020

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

June Harding

June 1, 2020

Town Clerk/Treasurer

Date

February 22, 2024
Date of Revision

ATTACHMENT A

STATEMENT OF COMMITMENT TO COUNCILLORS' CODE OF CONDUCT

I, (Full Name) _____ declare that as a Councillor of the

I acknowledge and support the
Councillors' Code of Conduct.

Signed: _____

Declared this _____ day of _____, 20_____

Before me:

Town Clerk/Treasurer

PUBLIC WORK DEPARTMENT REPORT FOR OCTOBER 2024

- Put shutters on Museum and Marine Room for winter months
- Removed ships wheel and placed inside
- Repaired door at the Beach Centre to meet standards for rental
- Had gravel spread on Treatment plant road as was suggested by grader operator (several years earlier)
- Gear sheds machined and graveled
- Installed hour counter on new lawn mower
- Built and installed door on barn by Beach Centre
- Removed interpretative signs and put away for winter months
- Put pavilion walls up and took down
- Winterized Roods Head washrooms
- Drained water from showers at Beach Centre
- Put plywood up on dugouts for winter season and painted the plywood
- Picked up planters and stored for winter season
- Put buttons on toy barn
- Moved salt around and stored a load in salt shed
- Added gravel to Trestle Trail

Community Coordinator Report to Council
for October 28, 2024 meeting

First of all, I would like to express my regrets at not being in attendance at this meeting as I will be away in the eastern end of the province attending in person Communities on the Move meetings for Oct. 28, 29 and 30.

Accessibility - next meeting of the Eastern Shelburne County Accessibility Advisory Committee is scheduled to take place in the Lockeport Recreation Centre on Tuesday, December 3 at 3:00 p.m. Since Kent Balish was the Council representative to the Committee for the Town of Lockeport, it is recommended that a new representative be appointed to fill this vacancy.

Equity & Anti-Racism Plan - the first meeting of municipal support staff for this issue took place on Sept. 26 in Shelburne with myself (TOL), Adam Dedrick (MDS) and Jessie Dyer (TOS) in attendance. At that meeting we drafted a time line to work from and agreed that prior to the next meeting we will attempt to have a municipal self assessment tool completed for each of our units. The next meeting is scheduled to take place at 9:00 a.m. on Nov. 6 in Shelburne.

Committee appointments - in light of the fact that three outgoing Council members served on the Recreation Committee as Council members (Deputy Mayor Dawn DeMings-Taylor, Councillor Mary Meagher and Councillor Dayle Eshelby), the Committee is in need of new appointments to fill it's ranks. MaryAnn Swansburg currently remains as the only official Committee member.

It is standard practice for Council to appoint at least one of its members to serve as Chair for the Committee and report to Council on it's behalf. Council has often appointed additional members to serve as well.

Grace Garren served on the Committee for several years and has now left the community to attend university. As a result William Chetwynd was approached in the summer and asked to consider if he would be willing to serve on the Recreation Committee as the student representative. Williams has now indicated that he is interested in filling this role and as an active Grade 9 student I believe William is a very suitable candidate.

Dawn DeMings-Taylor and Sue Crosby have each indicated that they would like to become members of the Recreation Committee as community volunteers.

(10)

These two people have proved themselves to be active volunteers with a sincere interest in the recreational needs of the community.

With all of this in mind, I would ask that Council appoint: William Chetwynd to serve as the student representative; Dawn DeMings-Taylor and Sue Crosby to serve as community volunteer representatives; and at least one member of Council; to serve as members of the Recreation Committee.

Respectfully submitted,

Frances H. Scott
Community Coordinator



**ADMINISTRATION REPORT
COUNCIL MEETING
OCTOBER 28, 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 October 22, 2024, *taxes owing are as follows:*

2021 & prior = 27,823.48

2022 = \$ 14,728.01

2023 = \$ 36,028.49

2024 = \$430,429.33 (2024 Final Tax Bills Due date is October 31st, 2024)

Total taxes owing is \$ 509,009.31

I am in the process of reviewing tax accounts and will soon be sending out delinquent account notices.

There is nothing new to report on the following:

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 \$3,492.81 plus \$2,362.80 interest on five Gear Shed accounts and \$22,831.58 plus \$15,326.36 interest on a sub-leased account.

Mayors/Wardens/CAO's Meeting

I have been unable to attend the last couple of meetings due to Election commitments.

Election

The Election is finally done and I am able to breathe. I can now concentrate again on my duties as Town Clerk/Treasurer.

Wastewater Treatment Plant Upgrades Project

The tender for the Wastewater Treatment Plant Upgrades has been awarded to Lindsay Construction Ltd. The scope of the project includes the work associated with the UV System and the Dewatering Building exclusively, to keep within the approved budget amount of \$710,700.00 for this project. They will be starting the work very soon.

Locke Street/Crescent Beach barrier

On October 18, 2024, Mayor Nickerson, John Wonnacott, Eng. and myself, met with Nolan Young, MLA here in Council Chambers regarding the Locke Street Causeway. During his investigation of this project, and the issue with Species at Risk, John is of the opinion that we should not need to apply for a Species at Risk permit in order to do the proposed work on the barrier that lies between the Atlantic Ocean, and the Locke Street Causeway. After discussion and video proof of the devastation that can be caused by a Hurricane, in regards to the Causeway, Nolan agreed to speak with the Minister of Natural Resources to see if we can move forward with this project without a Species at Risk permit.

Medical Centre

Deana Hickey NP, has requested an identification sign for the Medical Centre.

Library

The library painting is finished and it has really brightened the place up inside. The Friends of the Library contributed \$1000.00 toward this project.

Crescent Beach Centre

The Visitor Information Centre closed on October 11, 2024, for the season. It was a good year. Very warm and welcoming atmosphere.

The small ramps on the doorsills at the Beach Centre have been modified to make them more accessible.

The Province of Nova Scotia put forward a request to me for space that they could rent for two months beginning October 12, 2024. They needed to secure rental space in the event a Provincial Election is called so I have rented the Crescent Beach Centre to them for two months.

Boardwalk

Mike Balish has installed the section of railing approximately twenty feet from the gazebo back toward the road to cover the open section there, that I asked him to install. Mike continues to work on the bad spots that he had previously identified.

The Beach steps have been repaired.

I have had many calls/emails/comments made to me regarding how nice the repairs to the boardwalk are.

Respectfully Submitted by:

June Harding-Town Clerk/Treasurer
Town of Lockeport

LIST ON INVOICES ALREADY PAID TO BE PRESENTED AT THE		
OCTOBER 28, 2024 MEETING		
ATKINSON, WANDA	CONSULTATION FEE FOR ELECTION 2024	891.53
BELL ALIANT	FIRE DEPARTMENT	69.44
BELL MOBILITY	STREETS, RECREATION, GENERAL GOV'T	270.93
BIOPRO	WASTE GO - FOR TREATEMNT PLANT	1,035.00
BLADES, CATHERINE	ELECTION WORKER - DRO	680.00
CHETWYND, WAYNE - REIMBURSEMENT	FUEL PUMP AND FILTER, IGNITION SWITCH FOR OLD MOWER AND MINI HOUR METER FOR NEW MOWER	117.43
EASTERN OFFICE	DAILY PLANNER FOR REC DEPT. AND OFFICE (3)	117.86
GOYETTE, MARION	HONOURARIUM FOR FALL CANNING WORKSHOP	100.00
HARDING, JUNE	RETURNING OFFICER DUTIES OUTSIDE OF WORK HOURS	2,085.00
HAYES, FAITH LEXY	HONORARIUM FOR FACILITY MAINTENANCE WORK	55.00
LOCKEPORT REGIONAL HIGH SCHOOL - SR GIRLS VOLLEYBALL TEAM	STAFFING FOR FREE BARBEQUE FOR MYML/FALL FEST KICKOFF	100.00
LOCKEPORT TOWN MARKET	SR. BINGO AND BATTERIES	18.88
LYDGATE LOCK STOCK AND BARREL	READY MIX CEMENT, CHAIN FOR CHAINSAW, SHOVEL, SANDWICH TRAY FOR SR CONNECTION MEETING	438.29
MINISTER OF FINANCE	HAYDEN LAKE WATER UTILITY - FIRE STATION,	770.51
NICKERSON, CORY	SOUND TECH FOR DEVARROW CONCERTS	800.00
NOVA SCOTIA POWER	UV SYSTEM - OCT 22	411.37
NOVA SCOTIA POWER	BOARDWALK - OCT 23	129.61
NOVA SCOTIA POWER	STREET LIGHTS, PLAYGROUND, TREATMENT PLANT - OCT 22	2,615.15
PAYNE, ELAINE	ELECTION WORKER - POLL CLERK	645.00
PAYROLL	OCT 5 - OCT 18	15,527.71
RANDEL, PAT	TRAVEL STIPEND FOR SIX WEEKS OF TAI CHI	450.00
REGION OF QUEENS	TIPPING FEES	4,587.95
ROACHE, DALE	HONORARIUM - AUG 4 - 17	60.00
ROSZEL, HOWARD	MILEAGE FOR RCMP MEETING IN SHELBURNE	33.98
SCOTT, FRANCES	MILEAGE FOR SEPTEMBER 2024	33.98
SOBEYS	FALLFEST, FALL CANNING WORKSHOP, VOLUNTEER RECEPTION BANQUET (TO BE SPLIT WITH TOWN OF SHELBURNE AND MUNICIPALITY OF SHELBURNE)	438.17
SWIM, EMILY	ELECTION WORKER - POLL CLERK	645.00
WINDSOR SALT	SALT FOR ROADS	1,887.99
YARMOUTH BIG BOUNCE	DEPOSIT FOR ENTERTAINMENT FOR JULY 1ST	794.65
	TOTAL	35,810.43

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June Harding

From: Kevin Chetwynd <kevin.chetwynd@live.com>
Sent: Thursday, October 24, 2024 3:33 PM
To: townoflockeport@ns.sympatico.ca
Subject: Add to agenda

Hey June,

I would like to add to the agenda a discussion of changing the meeting day from Mondays to Fridays.

Thanks.
Kevin.

June Harding

From: AMANS List Serve <amans@lists.gov.ns.ca>
Sent: Wednesday, October 23, 2024 4:20 PM
To: AMA Maritime List Serve
Subject: Code of Conduct

Hello Municipal Partners,

Happy post election time!

As you are all aware, the Province published the Code of Conduct Regulations and now councils are required to adopt the model code as prescribed. This must be done on or before December 19, 2024.

The code can be adopted through resolution, policy or by-law. The easiest method to do so is through resolution. In this regard, we have put together some draft language you could use, should you wish to accomplish adopting the code via resolution.

Whereas the Minister of Municipal Affairs and Housing for the Province of Nova Scotia has made the Code of Conduct for Municipal Elected Officials Regulations, N.S. Reg. 220/2024 (“the Regulations”); and,

Whereas municipalities are required to adopt the model code of conduct prescribed by the Regulations on or before December 19, 2024, pursuant to section 4(1) of the Regulations and section 23A of the Municipal Government Act;

Therefore be it resolved that the Council of the Municipality of [MUNICIPALITY] hereby adopt the model code of conduct as set forth in Schedule “A” to the Regulations, which shall be titled the “Code of Conduct for Elected Officials of [NAME OF MUNICIPALITY]”.

*NOTE: If with HRM, you would have to change references from MGA to HRMC, and the section of 23A to 20A.

The regulations can be found here: [MGA](#) and [HRMC](#). You may have noticed that the MGA and HRMC have slightly lagged in being updated, but you can expect to see the versions online updated soon.

Your council will be required to secure, appoint, and have on retainer, and investigator. Once the code has been adopted, please send an email to the Minister – consider copying your municipal advisor as back up – confirming you have adopted the code. We would suggest sending in a scan of the draft minutes as well.

As always please reach out to your advisor if there are any questions.

Sincerely,
Your Governance & Advisory Services Team

You are currently subscribed to amans as: townoflockeport@ns.sympatico.ca
To unsubscribe send a blank email to leave-764382-4953743.788d8ccd7af18ce6fae2936b81fc99ba@lists.gov.ns.ca

Code of Conduct Resolution

Whereas: the Minister of Municipal Affairs and Housing for the Province of Nova Scotia has made the Code of Conduct for Municipal Elected Officials Regulations, N.S.Reg. 220/2024; and,

Whereas: Municipalities are required to adopt the model code of Conduct prescribed by the Regulations on or before December 19, 2024, pursuant to Section 4(1) of the Regulations and Section 23A of the Municipal Government Act;

Therefore: be it resolved that the Council of the Town of Lockeport hereby adopt the model Code of Conduct as set forth in Schedule “A” to the Regulations; which shall be titled the “Code of Conduct for Elected Officials of the “Town of Lockeport.”

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June Harding

From: Sue Abbott <sabbott@birdscanada.org>
Sent: Thursday, October 24, 2024 11:37 AM
To: 'townoflockeport@ns.sympatico.ca'
Subject: interest in presenting to new council

Hello June,

Birds Canada is a national charitable non-profit organization with a mission to increase understanding, appreciation, and conservation of birds in Canada. We work closely with a team of partners and volunteers to coordinate the [NS Piping Plover Conservation Program](#), which aims to recover endangered Piping Plovers and conserve beach and dune ecosystems.

Crescent Beach is an important Piping Plover nesting beach and I am reaching out to inquire if there would be an opportunity for Birds Canada to present to the Town of Lockeport council this fall or winter. We would like to provide an update on the status of Piping Plover recovery in NS and Eastern Canada, a brief overview of what Piping Plovers need to nest successfully, and discuss successes and challenges at Crescent Beach. We would also like to connect with council members and staff and identify opportunities to collaborate with the Town.

I appreciate your attention and look forward to hearing from you.

Thanks,
Sue



Sue Abbott (she/her)
Associate Director | Directrice associée
Birds Canada | Oiseaux Canada
sabbott@birdscanada.org
birdscanada.org | oiseauxcanada.org

I live on the unceded territory of the Mi'kmaq. Our regional work spans the territories of many Indigenous Nations who have been caretakers of these lands since time immemorial.

June Harding

From: NSFM Communications <communications@nsfm.ca>
Sent: Thursday, October 24, 2024 11:29 AM
Subject: Congratulations and Welcome from NSFM!

Importance: High

Dear newly elected and re-elected municipal officials,

On behalf of the Nova Scotia Federation of Municipalities (NSFM), I would like to extend our warmest congratulations to all newly elected and re-elected municipal officials across Nova Scotia. Your commitment to public service is deeply appreciated, and we look forward to supporting you as you lead and represent your communities.

At NSFM, we are committed to working with you to foster strong, vibrant municipalities that meet the needs of all Nova Scotians. As you embark on this important journey, please know that we are here to offer resources, advocacy, and a collaborative platform to help you succeed in your role.

The Fall and Spring Conferences are excellent opportunities to learn from and engage with your colleagues from around the province. The Fall Conference and Annual General Meeting will take place **November 26-29** in Halifax, and you are encouraged to learn more about this important event. Registration is now open, and the complete conference itinerary can be found on the NSFM website. We would love to see you in attendance and look forward to your contributions as you engage with the organization.

We look forward to the positive impact your leadership will bring to our province.

Best regards,

Carolyn Bolivar-Getson, President

NOVA SCOTIA FEDERATION OF MUNICIPALITIES
t +902.423.8331
info@nsfm.ca

nsfm.ca | [facebook](https://www.facebook.com/nsfm.ca) | [twitter](https://twitter.com/nsfm_ca) | [linkedin](https://www.linkedin.com/company/nsfm-ca) | [instagram](https://www.instagram.com/nsfm_ca)



NSFM is located in Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaw. We are all Treaty people. We also acknowledge the histories, contributions, and legacies of the African Nova Scotian people and communities who have been here for over 400 years.

**TOWN OF LOCKEPORT
COMMITTEES**
(as of)

(19)

NOTE: The Mayor serves as Ex Officio member of each committee.

1. REGULAR COUNCIL # 1

(Meets the 2nd Monday of the month at 6:00 p.m.)

Chairperson: Mayor

All Council

REGULAR COUNCIL # 2

(Meets the 4th Monday of the month at 1:00 p.m.)

Chairperson: Mayor

All Council

Frances Scott and Kevin Snow

2. FINANCE COMMITTEE

(Meets after the budget is set in January, March & November the 4th Monday of the month)

Chairperson: Mayor

Committee of all Council

3. AUDIT COMMITTEE

(Meets once prior to the audit and once after the audit)

All Council

Town Clerk/Treasurer

Two members of the public

4. RECREATION

(Meets the 3rd Monday of the Month at 6:30 p.m.)

Deputy Mayor

Councillor

MaryAnn Swansburg

Mike Hupman, Vice Chairperson

Emily Swim

Will Chetwynd (Student Representative)

Student Representative: Grace Garren

Rec. Secretary: Frances Scott - Community Co-Ordinator 875-6070 or 656-2565

5. CANADA DAY COMMITTEE

(Meets as required)

Mayor

Councillor

Ellen Suttle

Emily Swim

Resource Person: Frances Scott, CC

Nancy Williams

6. PLANNING ADVISORY

All Council

- 7. **POLICE ADVISORY**
(Meets quarterly with rotating venue and Chairperson)
Councillor
Deputy Mayor
Howard Roszel

- 8. **EMERGENCY MEASURES ORGANIZATION (EMO)**
(Meets in February, June, September and November the 4th Monday of the month)
All Council
Town Clerk/Treasurer
Fire Chief

- 9. **HERITAGE ADVISORY**
(Meets as needed)
Councillor

- 10. **PROPERTY CONDITION ASSESSMENT TEAM (DANGEROUS & UNSIGHTLY PREMISES)**
(Meets as needed)
All Council

- 11. **ASSET MANAGEMENT COMMITTEE**
Mayor
Councillor
Town Clerk/Treasurer
Frances Scott
Kevin Snow

9. **ROSEWAY MANOR BOARD**
(Meets the 3rd Wednesday of each month)
Councillor
Councillor
Councillor

10. **EASTERN SHELBURNE COUNTY ACCESSIBILITY COMMITTEE**
Councillor
Frances Scott – Community Co-Ordinator

11. **SHELBURNE COMMUNITY/NOVA SCOTIA HEALTH AUTHORITY
STAKEHOLDERS GROUP**
Councillor
Alternate: Councillor

12. **ROSEWAY HOSPITAL CHARITABLE FOUNDATION**
Councillor

13. **SHELBURNE COUNTY MENTAL HEALTH AND WELLNESS
ASSOCIATION**
Councillor

14. **SHELBURNE COUNTY ARENA ASSOCIATION**
Mayor

15. **ACCESSABILITY COMMITTEE**
Terry Stacey – Chair Holly Perry – Secretary
Ben Nickerson – Vice Chair Penny Smith
Councillor Sylvia Snow
Frances Scott Wanda Buchanan
Nicole Blades Adam Dedrick

**TOWN OF LOCKEPORT COMMITTEES SCHEDULED FOR SPECIFIC DAYS
AND TIMES EVERY MONTH**
(as of)

REGULAR COUNCIL MEETING # 1
*(Meets the second Monday of the month at 6:00 p.m.) (If Monday is a holiday it is held
on the following business day at 6:00 p.m.)*

REGULAR COUNCIL MEETING # 2
*(Meets the 4th Monday of the month at 1:00 p.m.) (If Monday is a holiday it is held on the
following business day at 1:00 p.m.)*

SCEEMO
(Meets when scheduled at 7:00 p.m.)

Town of Lockeport
Recreation Committee Meeting
October 23, 2024

Meeting Notes

The meeting was called to order at 6:00 p.m., October 23, 2024 in the Council Chambers of Lockeport Town Hall by Chairperson, Deputy Mayor Dawn DeMings-Taylor. Also in attendance were: MaryAnn Swansburg, Sue Crosby and Community Coordinator, Frances Scott. Regrets: Councillor Dayle Eshelby, Councillor Mary Meagher.

Agenda:

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

Reports:

Community Coordinator – It was noted that Fran’s report had been circulated by email with the meeting notices.

School update – Fran reported that she had approached William Chetwynd about the possibility of him becoming the new student rep on the Committee. William took most of the summer to consider the idea and in late September sent an email to indicate that he would be interested in the role. Fran added that William was not able to attend this meeting because he is away taking part in the Junior Boys Soccer Regional Championships. Fran indicated that she would be asking Council through her report for the October 28, 2024 meeting, to name William Chetwynd as the student representative member of the Recreation Committee.

Old Business:

Fund raiser group for Seaside Play Park - Fran reported that she had created a Facebook post in August to say that we are looking for volunteers to establish a “Friends of the Play Park” group to raise money for much needed upgrades. As a result of the post, two individuals had reached out to say they would like to help, specifically Lynn Stephens and Heidi Swim. Sue Crosby then spoke about her

interest in the project and indicated she felt it would be most advantageous for the group to form a not-for-profit society, which would likely prove helpful in trying to access funding resources that the Town might not be eligible for.

Fall Fest - Fran reported that the outdoor concert event to kick off the festival had gone very well on October 4. There were approximately 250 people in attendance for the afternoon including the students from both schools and with many high school students providing booths for the event including face painting, skateboards, balloons, and free barbequed hot dogs and bottled water. Everyone seemed to enjoy the music by Devarrow. A second Devarrow concert was hosted in the high school gym that evening with 36 people in attendance, about a half dozen of whom had returned from having attended the afternoon performance. On Saturday, the Fall Canning Workshop had a small, but engaged turn out with one person taking part for the full four hours and another four people dropping in to take part throughout the day. The children's events in the afternoon went very well with 34 children plus adults taking part in decorating pumpkins and other fall activities. Other events throughout the weekend also went well including the July 1st rescheduled Soap Box Derby.

New Business:

Halloween events – Fran circulated draft copies of two event posters she had drawn up based on the Chair's request. The first was for the Halloween Yard Decorating Contest and everyone felt that it looked fine for distribution. The second was for the October 31 Trick or Trunk event and it was agreed that Dawn's telephone number should be added to the poster before printing it for distribution.

Christmas by the Sea – Fran read aloud from a draft email she wants to circulate to area businesses and groups inviting them to submit Christmas by the Sea flyer information by the end of October in order for that flyer to be produced and distributed by mail and locally a week or two before the Christmas Craft Fair that is scheduled to take place on Saturday, November 16. Next Fran circulated a draft list of upcoming community events for those present to review. Fran then stated that the last flyer she had distributed was for Fall Fest and the last event listed in that flyer was the Legion Breakfast that took place on October 20. Fran added that she is hoping to create a small flyer in the next few days to bridge the gap between now and Christmas by the Sea. Fran plans to distribute these flyers

locally on counters in businesses and community spaces. Those present indicated they were in agreement with the plan as presented. Next they reviewed the draft list of events and offered suggestions regarding a few events that should be added. A copy of the list that resulted and will be used for now as Fran works on bringing together the above noted promotional tools has been attached as part of these meeting notes.

Other - There was a brief discussion as to Committee membership in light of the changes to Council resulting from the recent elections. It was noted that three previous Council members had been Committee members on behalf of Council, namely Deputy Mayor Dawn DeMings-Taylor, Councillor Mary Meagher and Councillor Dayle Eshelby. Subsequently, Dawn DeMings-Taylor and Sue Crosby each indicated being interested in becoming members of the Recreation Committee members as community volunteers. Fran agreed to ask Council to follow through with appointing these two individuals to the Committee, as well as a new member of Council to serve as the Recreation Committee Chairperson, by means of her upcoming report to Council.

Next Meeting:

The next regular meeting was scheduled to take place on Wednesday, November 20, 2024 at 6:00 p.m.

Adjournment:

There being no further business the meeting adjourned at 7:35 p.m., October 23, 2024.

Respectfully submitted,

Frances Scott
Recording Secretary

Upcoming Community Events - as of October 24, 2024

Thurs., Oct. 31 1:30-3:30pm Seniors Chip Bingo for Prizes - Rec. Centre

	5:30 pm	Trick or Trunk - Play Park parking lot
Fri., Nov. 1	All day	Final voting - Halloween Yard Decorating Contest
<u>Christmas by the Sea:</u>		
Thurs., Nov. 7	1:00 p.m.	Tai Chi for beginners, Rec. Centre Free of charge, all welcome
Mon., Nov. 11	Remembrance Day	
	10:45am	Church Service, United Baptist Church followed by Wreath Laying
	12:00 pm	Open House, Lockeport Legion
? Wed., Nov. 13 (or Wed., Nov. 20)	11:30 am	Senior Connections Lunch & Learn, Rec. Centre - Planning for emergencies workshop by Red Cross lunch provided free admission to those who pre-register
Thurs., Nov. 14	1:00 p.m.	Tai Chi for beginners, Rec. Centre Free of charge, all welcome
Fri., Nov. 15		Becky & Sue event, Lockeport Legion
Sat., Nov. 16	10am - 3pm	Christmas Craft Fair, Lockeport Fire Hall Becky & Sue event, Lockeport Legion
Sun., Nov. 17	8-11am	Legion Breakfast
Thurs., Nov. 21	1:00 p.m.	Tai Chi for beginners, Rec. Centre Free of charge, all welcome
Sat., Nov. 23		Team Trivia - Legion
Wed., Nov. 27		Senior Connections Music, Rec. Centre
Fri., Dec. 6		Tree Lighting, followed by Santa Visit