



**TOWN OF LOCKPORT
COUNCIL MEETING
FRIDAY JUNE 13, 2025, AT 1:00 P.M.
AGENDA**

- 1. Call to order**
- 2. Silence Electronic Devices**
- 3. Conflict of Interest**
- 4. Approval of Agenda, including additions or deletions**

Staff Suggested Motion – That Council approve the agenda for the June 13, 2025, meeting with the following additions/deletions.

5. Approval of Minutes

- Regular Council Meeting Minutes May 23, 2025

Staff Suggested Motion – That Council approve the Minutes from the Regular Council Meeting of May 23, 2025.

6. Business arising from Previous Minutes

There was no business arising from the previous minutes.

7. Community Forum (Open Mic)

- 20 Minutes Maximum
- Each resident is allowed a maximum of five minutes
- The resident is to speak directly to 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

8. Presentations

Davie Hartley – Shelburne County Community Health Board (Page 1-6)

9. Finance

- List of invoices already paid until the end of March 2025 in the amount of \$1,435.00 (Page 7)
- List of invoices already paid for the month of May 2025 in the amount of \$66,208.62 (Page 8-10)
- Transfer of \$17,601.64 from the Gas Tax account to the General Operating account for the purchase of two sewer pumps

Staff Suggested Motion: That Council approve the Town Clerk/Treasurer to transfer \$17,601.64 from the Gas Tax account to the General Operating account for the purchase of two sewer pumps

2025/2026 Operating Budget (11-40)

- Council Remuneration

Staff Suggest Motion: That the 2025/2026 Council Remunerations remain the same: Mayor \$16,500, Deputy Mayor \$12,500, and Councillors \$11,500.

- Residential Tax Rate

Staff Suggested Motion: That the Residential Tax Rate for the 2025/2026 fiscal year remain at \$2.40 per \$100 of assessment

- Commercial Tax Rate

Staff Suggested Motion: That the Commercial Tax Rate for the 2025/2026 fiscal year remain at \$5.41 per \$100 of assessment

- Interest Rate on Outstanding Taxes

Staff Suggested Motion: That the interest rate on outstanding taxes for the 2025/2026 fiscal year remain at 16% per annum.

- Approval of 2025/2026 Operating Budget

Staff Suggested Motion: That the Operating Budget for 2025/2026 be approved as presented.

- Town of Lockeport Financial Condition Indicators 2022/2023 (Page 41–78)
- Code of Conduct Investigator (Page 79–88)

Staff Suggested Motion: That recommended to Council that Charles A. Thompson, Burchell MacDougall Lawyers LLP, be engaged as solicitor for the Town of Lockeport, as Code of Conduct Investigator, as mandated by the Province of Nova Scotia.

10. Other Business

- Summer Staff

Staff Suggested Motion: That Council hire Grace Garren as Youth Recreational Leisure Activities Counsellor for 10 weeks at 35 hours a week.

- Request to rename Lockeport Regional High School Gymnasium (Page 89)
- Four Committees that need Councillors to sit on (Page 90)
- Shelburne County Senior Services (Page 91-92)
- Street Closure for Canada Day

Staff Suggested Motion: That Council approve the following street closures for Canada Day Celebrations: Tuesday July 1st, 2025 – Crest St (from Beech St to South St) be closed to vehicular traffic and Hall St. from Spruce to Beech St 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.

11. Council Reports

- Mayor Derek Amalfa (Page 93)

- Deputy-Mayor Anna Chetwynd (Page 94)
- Councillor Craig Hillen (Page 95-96)
 - o Heritage and Tourism Advisory Committee (Page 97-101)

Staff Suggested Motion: That as recommended by the Heritage and Tourism Committee, Council approve a group to oversee what happens at Roods Head Park and offer recommendations to Council.

Staff Suggest Motion: That as recommended by the Heritage and Tourism Committee, Council approve a volunteer-based group led by the Heritage and Tourism Committee, that could be utilized to make Roods Head Park more presentable and accessible based on what is allowed as per the original deed.

Staff suggested Motion: That as recommended by the Heritage and Tourism Committee, Council approve this committee to approach the Province of Nova Scotia to suggest Roods Head Park as a designated Provincial Day Use Park based on what is allowed as per the original deed.

Staff Suggested Motion: That as recommended by the Heritage and Tourism Committee, Council approve this committee to compile a list of unsightly and dangerous properties within the Town of Lockeport that will be provided to Town Council to deal with.

- Councillor Kevin Chetwynd (Page 102)
- Councillor Candace Malik (Page 103)

12. Correspondence

- RCMP costs for 2025/2026 (Page 104)

13. Information Only

- Email from Jim Karygiannis, GTA Strategies regarding the First Ministers Meeting (Page 105-106)
- Letter from Sandra McKenzie, Deputy Minister of Emergency Management on the Update on our path forward with GSAR (Page 107)
- Email from Warden Linda Gregory, Region 7, Chair of Nova Scotia Solid Waste-Resource Management Regional Chairs

Committee to the Honourable Tim Halman, Minister of Environment and Climate Change (Page 108-109)

- Return letter from the Honourable Tim Halman to Linda Gregory (Page 110)
- Letter from Kacy DeLong, Chair Region 6 Solid Waste Management Committee to the Honourable Tim Halman Minister of Environment and Climate Change in regard to Small Business in the Extended Producer Responsibility Program for Packaging, Paper Products and Packaging-like Products. (Page 111-112)

14. Date of next meeting

- June 27, 2025, at 10:00 a.m.

15. “In Camera”

- Contract Negotiations

16. Adjournment

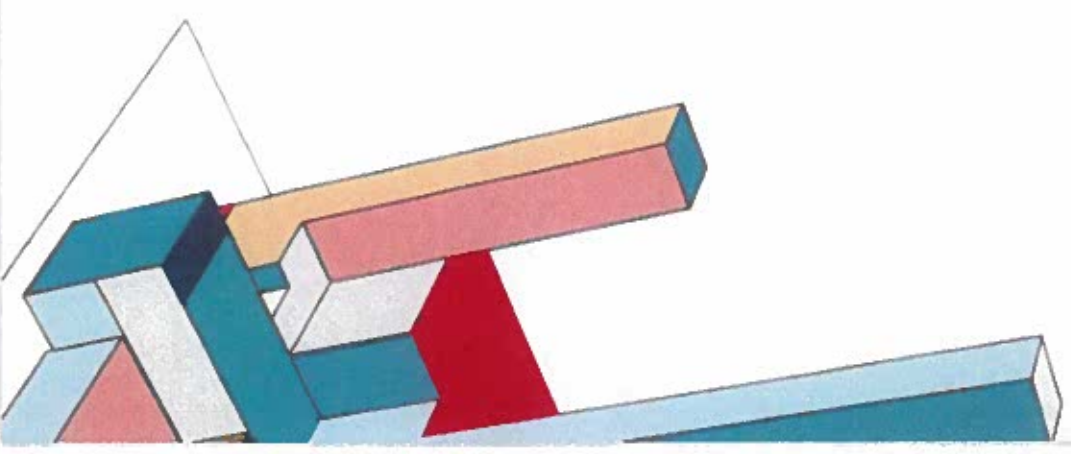


SHELBURNE BRIDGING THE GAP

A Participatory Action Research Project

INTRODUCTION – THE PLAYERS

- Coming from the CHB kitchen table talks, desire to act on issues.
- Need more information on community issues and barriers - Participatory Action Research
- Acadia University Researcher **Alicia Noreiga-Mundaroy**
- Community Connection **Davie Hartley**
- CHB Coordinator **Tomí McCarthy**
- Public Health **Lucinda Montizambert**
- Mental Health **Kelly Goudie**



COMPONENTS AND TIMELINE

Phase	Description	Timeline
Phase 1: Preparation and Community Engagement	Build relationships with key stakeholders, secure ethics approval, develop funding proposal and recruitment protocol, community training	April - June 2025
Phase 2: Focus Group Interviews	Four sessions focused on a wide range of hard-to-reach voices; youth, 2SLGBQ+ seniors, Indigenous, newcomers, Black residents, persons with disabilities and low income.	July - Sept 2025
Phase 3: Information sessions	Information sharing sessions with local service providers. Creating a space for two-way communication and actionable dialogue while building trust	Oct - Dec 2025
Phase 4: Interviews and Evaluation	Post session interviews with participants	Jan - March 2026
Phase 5: Reporting and Further Action Planning	Understanding and removing barriers, more responsive and equitable systems of support	March 2026 - ongoing

HOW YOU CAN GET INVOLVED

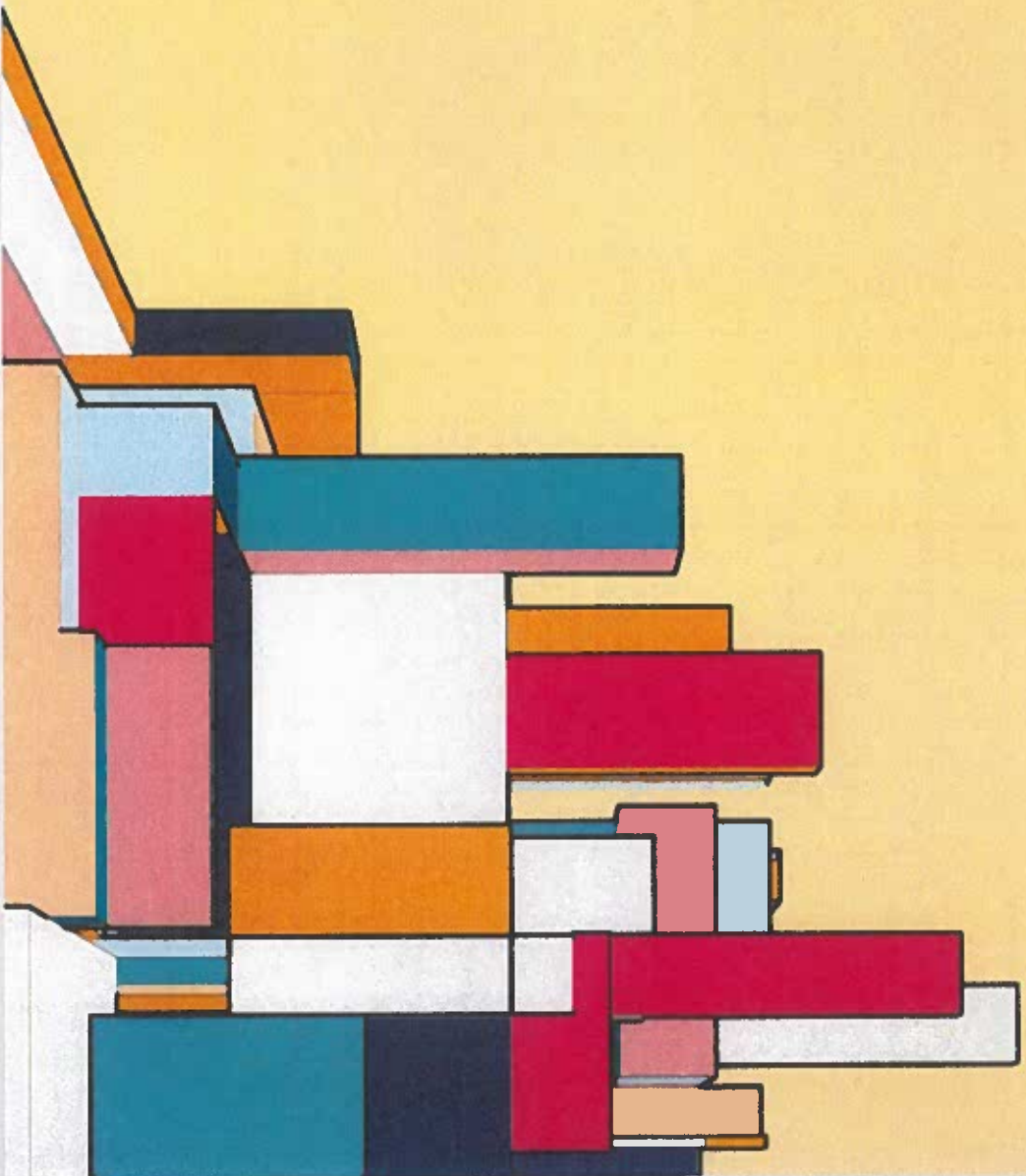
- Sponsor a session (venue, refreshments, transportation)
- Help recruit hard to reach participants
- Provide funding
- Fund a student placement as research assistant
- Use the research to advocate for your community



QUESTIONS??

Davie Hartley;

Hartley.davie43@gmail.com



LIST ON INVOICES ALREADY PAID TO BE PRESENTED AT THE		
JUNE 13, 2025 MEETING		
A&A FIRE EXTINGUISHERS SALES AND SERVICE	FIRE EXTINGUISHERS TESTING	771.78
AGAT LABRATORIES	SEWER WATER TESTS	381.90
ASSOCIATION OF MUNICIPAL ADMINISTRATORS	2025-2026 MEMBERSHIP	387.60
BALISH, MIKE	STEPS AT MEDICAL CENTRE AND REPAIR BACK DOOR	765.00
BEAZLEY, ADDISYN	HONOURARIUM FOR HELPING WITH SPRING INTO LOCKEPORT	75.00
BELL ALIANT	OFFICES, ELEVATOR, EMO	171.22
BELL ALIANT	REC OFFICE, FAX, FIRE HALL KITCHEN, LIBRARY, SEWER, REC. CENTRE	718.82
CANADA POST	600 STAMPS FOR OFFICE USE	848.16
CHETWYND, WAYNE	KEYS CUT AND NOISE REDUCTION EAR MUFFS	111.89
CHETWYND, WAYNE	LAWN MOWER BELT	31.92
CUMINGS FIRE & SAFETY EQUIPMENT	WATER HAND PUMP & BRAVO 6 GAL BACKPACK - FD TO REIMBURSE TOWN	1,138.27
CUMINGS FIRE & SAFETY EQUIPMENT	PRO BAR - MFD REIMBURSED TOWN	517.49
4 IMPRINT	150 SKIPPING ROPES	67.64
HARDING, JUNE	LIFE INSURANCE, MILEAGE FOR MAY 2025	63.98
HEAT PUMP CLEANING	CLEANING OF ALL TOWN OWNED FACILITY HEAT PUMPS	2,125.00
I.B.E.W.	UNION DUES FOR EMPLOYEES	379.90
LAVENDAR HILL NURSERY	PLANTS FOR PLANTERS AROUND TOWN	133.80
LOCKEPORT TOWN MARKET	SPRING INTO LOCKEPORT, SR. BINGO	169.45
LYDGATE LOCK STOCK AND BARREL	BEACH CENTRE SUPPLIES, ANTIFREEZE, EXIT LIGHTS, SANDWICH TRAYS FOR SPRING INTO LOCKEPORT	360.18
MANULIFE	PENSION FOR EMPLOYEES	2,620.92

MARK WILLIAMS	DEMO AND REMOVAL OF SEACAPS PLAY PARK	5,415.00
MARK WILLIAMS	GRAVEL TO TREATMENT PLANT	541.50
MBW COURIER	COURIER SERVICE	72.84
MEBA	FIRE FIGHTERS INSURANCE	2,980.00
MUNICIPALITY OF THE DISTRICT OF SHELBURNE	KIDS FAIR PLAY FUND	500.00
MUNICIPALITY OF THE DISTRICT OF SHELBURNE	C & D SITE - STUFF FROM BEACH CENTRE	13.06
PAYROLL	MAY 3 - MAY 16, 2025	15,591.89
PETTY CASH/JUNE HARDING	FLOAT FOR BEACH CENTRE	30.00
ROACHE, DALE	HONORARIUM FOR CLEANING BALLFIELD MAY 26 - JUNE 6	60.00
ROYAL BANK VISA	CANADA DAY PRIZES, SSRING INTO LOCKEPORT FLYERS MAILED OUT	935.22
SCOTIA BUSINESS CENTRE	ELEVATOR MONITORING FOR JUNE 2025	114.00
SCOTIA BUSINESS CENTRE	FIRE/MFR DISPATCH FOR JUNE	484.73
SCOTT, FRANCES	HOT DOG WEINERS FOR SPRING INTO LOCKEPORT	43.89
SCOTT, FRANCES	MILEAGE TO LOOK AT ACCESSIBILTY RAMP AT STONEY ISLAND	59.32
SOBEYS	SPRING INTO LOCKEPORT, SR. BINGO	192.86
SURFLINE	REPAIR THREE SUBMERSIBLE PUMPS	1,026.00
TELUS	MEDICAL AND LIFE INSURANCE	1,078.58
VINCENT, DANIEL	ODRC CONTRACT	800.00
WESTERN COUNTIES REGIONAL LIBRARY	2ND QUARTER CONTRIBUTION	1,175.00
WINDSOR DISPOSAL	BALL FIELD PORTABLE TOILET	511.86
WOODWORKERS HOME HARDWARE	WHIPPER SNIPPER HEADS, STREET PAINT FOR LINES AND PUBLIC WORKS SUPPLIES	871.80
WORKERS COMPENSATION	OPERATIONS, CONSTRUCTION & MAINTENANCE	617.92
WORKERS COMPENSATION	MUNICIPAL OPERATIONS ADMINISTRATIONS	703.52
XEROX	LEASE 30 OF 60	246.13
XEROX	SERVICE INVOICE - SPRING INTO LOCKEPORT FLYERS	323.59

TOWN OF LOCKEPORT			
2025/2026 OPERATING BUDGET			
		2025/2026	
	2025/2026	BUDGET	
	REVENUE		
	TAXES		
11110-1-1-60	Residential Taxes	931,896	
11121-1-1-60	Commercial Property Taxes	390,442	
11150-1-1-60	Resource Taxes	28,327	
	TOTAL TAXES	1,350,665	
	BUSINESS PROPERTY		
11420-1-0-00	Based on Revenue (Bell-Aliant)	4,738	
11430-1-0-00	Power Corporation	1,029	
11431-1-0-00	Power Corporation (HST Rebate)	4,200	
	TOTAL BUSINESS PROPERTY	9,967	
	OTHER TAXES		
11910-1-0-00	Deed Transfer Tax	10,000	
	TOTAL OTHER TAXES	10,000	
	GRANTS IN LIEU		
	FEDERAL GOVERNMENT GIL		
12100-1-0-00	Federal Gov't Grants in Lieu	1,185	
12280-1-0-00	Canada Post Grants in Lieu	9,938	
	TOTAL FEDERAL GOV. GIL	11,123	
	PROVINCIAL GOVERNMENT GIL		
12310-1-0-00	Provincial Property (Williams Island & Lockeport Spur)	2,270	
12330-1-0-00	Fire Protection	305	
	TOTAL PROVINCIAL GIL	2,575	

		2025/2026		
SERVICES PROVIDED TO OTHER GOV'T (FIR1013000)		BUDGET		
13320-1-0-00	Other Local Gov't - Fire Protection	28,827		
13320-1-2-03	Other Local Gov't - Fire Protection (2021 Fire Truck Debenture)	20,059		
13370-1-5-12	Other Local Gov't - Tourism	3,500		
13370-1-5-13	Other Local Gov't - July 1st	5,000		
TOTAL SERV PROV TO OTH GOV'T (FIR1013000)		57,386		
SALE OF SERVICES				
11214-1-1-60	Environmental Health Sewer	17,000		
15900-1-6-07	Recreation Programs	200		
15900-2-6-02	Summer Program Registration	200		
15900-2-6-03	Minor Sports Revenue	400		
15900-2-6-06	Special Recreation Summer Activities	150		
TOTAL SALE OF SERVICES		17,950		

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		2025/2026		
		BUDGET		
OTHER REVENUE OWN SOURCES				
14110-1-0-00	Tax Certificates	50		
15100-1-0-00	Licenses and Permits	100		
15200-1-0-00	Fines	150		
15500-1-0-00	Return on Investments	6,000		
15600-0-0-00	Penalties & Interest on Taxes	15,000		
15800-1-0-00	General Government Rent Revenue	2,400		
15800-1-6-07	Rec. Centre Rent	500		
15900-1-0-00	Miscellaneous	100		
15900-1-5-12	Beach Centre Rentals	500		
15900-1-5-15	Misc. Festivals & Events	100		
15900-1-6-09	Museum Donations	50		
15910-1-5-12	Beach Centre Donations	75		
TOTAL OTHER REVENUE OWN SOURCES		25,025		

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		2025/2026		
UNCONDITIONAL TRANSFER FROM OTHER GOV'T		BUDGET		
16281-1-0-00	Municipal Financial Capacity Grant (Formerly Equalization Grant)	108,081 50,000		
TOTAL UNCONDITIONAL TRANSFER		158,081		
CONDITIONAL TRANSFER OTHER GOV'T				
FEDERAL GOVERNMENT				
17600-1-6-07	Canada Summer Jobs Grant - Rec.	5,495		
17700-1-5-13	Celebrate Canada July 1st.	16,000		
TOTAL FEDERAL GOV'T		21,495		
FEDERAL GAS TAX REFUND				
17532-1-0-00	Canada Community Building Fund - 'Federal Gas Tax Rebate (NOT TO BE INCLUDED IN OPERATING BUDGET)	41,633		
TOTAL FEDERAL GAS TAX REFUND		41,633		
PROVINCIAL GOVERNMENT (FIR1017500)				
17500 1-6-25	Recreation Facility Development			
17500-1-2-06	Provincial EMO 911 Grant	1,000		
17500 1-2-07	SCEEMO Disolution Funds	2,032		
17500-1-6-09	Museum Grant (CMAP)	4,044		
TOTAL PROVINCIAL GOVERNMENT		7,076		

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		2025/2026		
		BUDGET		
	TOTAL REVENUE	1,712,976		

Tax Calculation 2025/2026				
2.40	Residential minus possible additional appeals	38,852,000	2.40	932,448
2.40	Resource	<u>1,180,300</u>	2.40	<u>28,327</u>
		40,032,300		960,775
5.41	Commercial minus seasonal and possible additional appeals	7,320,500		
	Ocean Mist Cottages (Seasonal)	82,775		
	White Gull (Seasonal)	20,675		
			5.41	390,442
		<u>7,217,050</u>		
Grants In Lieu				
<i>Provincial</i>				
	NS Department of Natural Resources - William's Island 01182927	90,000	2.40	2,160
	NS Department of Natural Resources - Lockeport Spur 08431043	4,600	2.40	110
				2,270
<i>Federal</i>				
	Municipal Grants Division Carters Light 03389529	21,900	5.41	1,185
	Her Majesty the Queen Can (Attn: Mun. Grants Division) RCMP Residence 08431868	257,400	2.40	6,178
				7,362
		Assessment Determined by Canada Post		
	Canada Post Corporation Office 03389499	183,700	5.41	9,938

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		2025/2026
		BUDGET
EXPENSES		
LEGISLATIVE		
MAYOR REMUNERATION		
21131-1-1-01	Remuneration - Mayor	16,500
21206-1-1-01	CPP	982
TOTAL MAYOR REMUNERATION		17,482
MAYOR EXPENSES		
21112-1-1-01	Mileage - Mayor	750
21113-1-1-01	Accomodations	0
21114-1-1-01	Meals - Mayor	200
21208-1-1-01	Medical & Life Insurance	1,416
TOTAL MAYOR EXPENSES		2,366
COUNCIL REMUNERATION		
21131-1-1-02	Remuneration - Councillors	47,000
21206-1-1-02	CPP	2,797
21208-1-1-02	Medical & Life Insurance	1,675
TOTAL COUNCIL REMUNERATION		51,472
COUNCIL EXPENSES		
21112-1-1-02	Mileage- Councillors	500
21113-1-1-02	Accomodations	0
21114-1-1-02	Meals - Councillors	200
TOTAL COUNCIL EXPENSES		700
OTHER LEGISLATIVE		
21218-1-0-00	Telephone - Legislative	0
TOTAL OTHER LEGISLATIVE		0
TOTAL LEGISLATIVE		72,020

		2025/2026
GENERAL ADMINISTRATIVE		BUDGET
21200-0-1-01	Town Clerk Wages	64,733
21200-0-1-03	Accounting Admin. Assist. Wages (Jill)	45,011
21200-0-1-04	Janitor Wages Gen Govt. (25%)	4,080
21202-1-1-00	Employee Assistance Program	315
21204-1-1-00	Hilton Chymist Pension Fund	19,517
21205-1-1-00	EI Expense	2,837
21206-1-1-00	CPP Expense	7,339
21207-1-1-00	Pension Expense	4,933
21208-1-1-00	Medical and Life Ins.	2,319
21209-1-1-00	Worker's Compensation	4,255
21220-1-1-00	Training	500
21930-1-0-00	Liability Insurance	14,500
28190-1-0-00	Bank Charges	1,800
TOTAL GEN ADMIN		172,139
FINANCIAL MGMT		
21231-0-0-00	Accounting and Audit Fees	20,000
21290-1-1-00	Payroll Services	3,500
TOTAL FINANCIAL MGMT		23,500
TAX REBATES		
21243-1-1-00	Tax Rebates or Cancellations	2,000
TOTAL TAX REBATES		2,000
ASSESSMENT SERVICES		
28410-2-1-01	General Gov't Services - Assessment	10,411
TOTAL ASSESSMENT SERVICES		10,411
OTHER TAXATION		
21244-1-1-00	Other Taxation	0
21245-1-0-00	Tax Sale Expenses	0
TOTAL OTHER TAXATION		0

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		2025/2026
		BUDGET
GG COMMON SERVICES		
21210-1-1-00	Janitor Supplies	800
21211-1-1-00	Insurance	13,000
21212-1-1-00	Repairs and Maintenance	3,325
21212-1-1-20	Repairs and Maintenance - Elevator	1,600
21213-1-1-00	Electricity	3,600
21214-1-1-00	Water	750
21218-1-1-20	Telephone - Elevator	300
21229-1-1-20	License - Elevator	299
21232-1-1-20	Inspections - Elevator	1600
22430-1-1-20	Monitoring - Elevator	1,450
TOTAL GG COMMON SERVICES		26,724
OTHER GENERAL ADMIN		
21112-1-1-00	Mileage	500
21113-1-1-00	Accomodations	0
21114-1-1-00	Meals	100
21215-1-1-00	Supplies	3000
21216-1-1-00	Postage	2000
21217-1-1-00	Advertising	1500
21218-1-1-00	Telephone & Internet	4300
21221-1-1-00	Equipment Leases & Rentals	2600
21222-1-1-00	Computer Services	5500
21223-1-1-00	Miscellaneous	3500
21223-1-6-12	Heritage Expenses	3000
21224-1-1-00	Office Equipment	500
21225-1-1-00	Newsletters/Lapel Pins/Post Cards/Business Cards	0
21227-1-1-00	Computer Programs	500
21230-1-1-00	Legal Fees	3516
21990-0-0-00	Other General Services	10500
21995-1-0-00	Hospitality	2000
22490-1-1-00	Dues & Fees	2149
TOTAL OTHER GENERAL ADMIN		45,165
GG DEBENTURE INTEREST		
28111-1-1-00	Debenture Interest Accessibility (38-A-1)	1215
TOTAL GG DEBENTURE INTEREST		1,215
GG TERM LOAN INTEREST		
28110-1-0-00	Interest on Short Term Borrowings	
28110-1-1-00	Interest on General Operating	200
TOTAL GG TERM LOAN INTEREST (FIR1021722)		200

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		2025/2026
VALUATION ALLOWANCES		BUDGET
28211-1-0-00	Uncollectible Taxes	
TOTAL VALUATION ALLOWANCES		0
OTHER GENERAL GOV'T SERVICES		
21910-0-0-00	Elections	0
21920-1-1-00	Conventions & Delegations	0
21950-0-0-00	Grants to Organizations & Ind.	5,000
TOTAL OTHER GENERAL GOV'T SERVICES		5,000
TOTAL GENERAL ADMINISTRATION		286,355
TOTAL GENERAL GOVERNMENT		358,374

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		2025/2026
		BUDGET
PROTECTIVE SERVICES		
POLICE PROTECTION		
22110-1-2-02	Police Protection	228,183
22111-1-2-02	DNA Costs	500
TOTAL POLICE PROTECTION		228,683
CORRECTIONAL SERVICES		
28421-2-1-01	Correctional Services	0
TOTAL CORRECTIONAL		0
LAW ENFORCEMENT OTHER		
22100-1-0-00	Prosecutorial Services	100
TOTAL LAW ENFORCEMENT		100
TOTAL POLICE		228,783

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		2025/2026
		BUDGET
FIRE PROTECTION		
FIRE OTHER		
21112-1-2-03	Mileage	0
21114-1-2-03	Meals	0
21208-1-2-03	Accident & Life Insurance	2,980
21209-1-2-03	Worker's Compensation	2,000
21210-1-2-03	Cleaning Supplies	500
21211-1-2-03	Building Insurance	7,500
21212-1-2-03	Repairs & Maintenance Building	1,000
21213-1-2-03	Electricity	7,300
21214-1-2-03	Water Costs	2,000
21215-1-2-03	Office Supplies	100
21218-1-2-03	Telephone & Internet	3,500
21220-1-2-03	Training	2,000
21223-1-2-03	Misc. Expense	1,000
22421-1-2-03	Honorariums	3,500
22430-1-2-03	Fire Alarm Systems & Texting Services (50%)	3,000
22482-1-2-03	Vehicle Insurance	13,000
22483-1-2-03	Vehicle Repair & Maintenance	3,500
22485-1-2-03	Minor Tools & Equipment	1,000
22486-1-2-03	Equipment Repairs & Maintenance	3,000
22490-1-2-03	Dues	500
23000-1-2-03	Gas & Oil	2,000
TOTAL FIRE OTHER		59,380
EMERGENCY MEASURES		
21215-1-2-06	EMO Misc. Supplies	100
21218-1-2-06	Telephone - EMO	300
21223 1-2-07	SCEEMO Disolution Expenses	-
21223-1-2-06	Contribution to REMO	2,944
TOTAL EMERGENCY MEASURES		3,344
PROTECT DEBENTURE INTEREST		
28116-1-2-03	Debenture (42-A-1) Interest Fire Truck	9,290
PROTECT DEBENTURE INTEREST		9,290
TOTAL FIRE & EMO EXPENSES		72,014

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		2025/2026
		BUDGET
OTHER PROTECTIVE SERVICES		
MEDICAL FIRST RESPONDERS		
21112-1-2-05	Mileage	-
21208-1-2-05	Accident & Life Insurance	800
21211-1-2-05	Equipment Insurance	250
21213-1-2-05	Electricity	2,500
21215-1-2-05	Supplies	150
21220-1-2-05	Training	-
21223-1-2-05	Misc. Expense	500
22421-1-2-05	Honorariums	3,500
22430-1-2-05	Alarm System & Texts	2,500
22482-1-2-05	Vehicle Insurance	2,000
22483-1-2-05	Vehicle Repairs & Maintenance	1,000
22485-1-2-05	Minor Tools & Equipment	500
23000-1-2-05	Gas & Oil	1,200
TOTAL MEDICAL FIRST RESPONDERS		14,900

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		2025/2026
<i>INCLUDE IN FIR1022900</i>		BUDGET
ANIMAL & PEST CONTROL		
22930-1-2-04	Animal & Pest Control	300
TOTAL ANIMAL & PEST CONTROL		300
TOTAL PROTECTIVE SERVICES		315,997

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		2025/2026
		BUDGET
TRANSPORTATION SERVICES		
TRANSPORTATION COMMON SERV.		
21112-1-3-00	Mileage	100
21114-1-3-00	Meals	100
21200-0-3-01	Streets Foreman (80%)	51,521
21200-0-3-02	Public Works Assistant (80%)	46,536
21200-0-3-04	Casual Labourer (80%)	23,693
21205-1-3-00	EI	2,800
21206-1-3-00	CPP	7,244
21207-1-3-00	Pension	3,922
21208-1-3-00	Medical & Life Insurance	1,673
21209-1-3-00	Workers Compensation	4,200
21211-1-3-00	Insurance	4,000
21212-1-3-00	Repairs & Maintenance Building	2,500
21213-1-3-00	Electricity	1,000
21214-1-3-00	Water	100
21215-1-3-00	Supplies	1,000
21218-1-3-00	Telephone	1,000
21220-1-3-00	Training	0
21221-1-6-07	Equipment Leases & Rentals	0
21223-2-3-00	Misc. Property Maintenance (Tree Removal, Etc.)	2,500
21223 1-3-00	Misc. Expense	1,500
22481-1-3-00	Vehicle Registration (Kevin)	0
22482-1-3-00	Vehicle Insurance	2,700
22483-1-3-00	Repairs & Maintenance Vehicle	4,500
22485-1-3-00	Minor Tools & Equipment	2,000
23000-1-3-00	Gas & Oil	5,000
23111-1-3-00	Clothing Allowance	400
TOTAL TRANSPORT COMMON SERV.		169,990
ROAD TRANSPORT		
21213-1-3-01	Street Lighting	22,000
TOTAL ROAD TRANSPORT		22,000

26

ROADS & STREETS		
21221-1-3-00	Snow Removal Equipment	2,800
21226-1-3-00	Gas Tax Approved Projects	
22484-1-3-00	Salt Spreader Repairs & Maintenance	500
23232-1-3-00	Snow Removal Expenses (Contracted)	3,000
23235-1-3-00	Salt Expense	13,000
23236-1-3-00	Road & Sidewalk Maintenance	30,000
23237-1-3-00	Drainage Ditches	7,000
23260-1-3-00	Street Signs & Markings	600
TOTAL ROADS & STREETS		56,900
TRANSPORTATION DEBENTURE		
28138 1-3-00	Debenture Principal 38-A-1 Calf Island Causeway	1,043
28111-1-3-00	Debenture interest 38-A-1 Calf Island Causeway Upgrade	320
28112-1-3-00	Debenture (32-A-1) Interest Public Works Upgrades	-
28135 1-3-00	Truck/Equip Debenture Principal 35-A-1	6,360
28114-1-3-00	Truck/Equip Debenture Interest 35-A-1	184
TOTAL TRANSPORT DEBENTURE		6,864
TOTAL TRANSPORTATION		255,754

27

		2025/2026
		BUDGET
SEWER TREATMENT		
SEWER ADMINISTRATION		
21112-1-4-04	Mileage - Sewer	-
21114-1-4-04	Meals	50
21200-0-4-02	Assistant Operator (Streets Foreman (Kevin 20%))	12,880
21200-0-4-03	Janitor (5%)	200
21200-0-4-04	Casual Labourer (20%)	5,923
21200-0-4-05	Public Works Assistant (20%) Wayne	11,634
21200-0-4-06	Contracted Services (ODRC)	6,000
21205-1-4-04	EI	700
21206-1-4-04	CPP	1,811
21207-1-4-04	Pension	981
21208-1-4-04	Blue Cross	-
21209-1-4-04	Workers Compensation	1,050
21220-1-4-04	Training	100
23111-1-4-04	Clothing Allowance	400
TOTAL SEWER ADMIN		41,729
SEWAGE COLLECTION		
21210-1-4-04	Janitor Supplies	200
21211-1-4-04	Building Insurance	1,800
21211-1-4-11	Insurance - Lift Stations	1,300
21212-1-4-04	Repairs & Maintenance Plant	8,000
21212-1-4-11	Repairs & Maintenance Lift Stations	7,000
21213-1-4-04	Electricity Plant	16,000
21213-1-4-11	Electricity Lift Stations	12,000
21215-1-4-04	Supplies	500
21215-1-4-11	Sewage Lift Stations Supplies	1,000
21218-1-4-04	Telephone & Internet	2,600
21223-1-4-04	Misc. Expense	1,000
21224-1-4-04	Office Equipment	-
21226-1-4-04	Gas Tax Approved Projects	-
22485-1-4-04	Minor Tools & Equipment	500
24240-1-4-04	Sewer Water Tests	6,000
24242-1-4-04	UV System Supplies	1,000
TOTAL SEWAGE COLLECTION		58,900
SEWER OTHER		
22481-1-4-04	Vehicle Registration	-
22482-1-4-04	Vehicle Insurance	2,500
22483-1-4-04	Vehicle Repairs & Maintenance	3,000
23000-1-4-04	Gas & Oil	3,000
TOTAL SEWER OTHER		8,500

		2025/2026
		BUDGET
SHARED SERVICES		
<i>Purchased from MDS</i>		add 1.0429
28320-0-0-01	C&D Operation	24,971
28320-0-0-02	Fire Inspections	4,006
28320-0-0-03	Waste Diversion	15,666
28320-0-0-04	Building Inspections	17,972
28320-0-0-06	Solid Waste Collection	76,818
28320-2-1-01	Administration	15,540
TOTAL Shared Services MDS		154,973
21223-1-4-15	Misc. Garbage Expenses	1,000
Region of Queens		
21223-1-4-16	Tipping Fees	45,000
TOTAL Shared Services & Garbage		200,973

30

		2025/2026
		BUDGET
PUBLIC HEALTH		
MEDICAL CENTRE		
21200-1-4-01	Janitor Wages 10%	1,360
21210-1-4-01	Cleaning Supplies	750
21211-1-4-01	Insurance	850
21212-1-4-01	Repairs & Maintenance Building	750
21213-1-4-01	Electricity	4,500
21223-1-4-01	Misc. Expense	1,000
TOTAL MEDICAL Centre		9,210
DEFICIT REGIONAL HOUSING		
28456-2-1-01	Deficit Housing Authority	-
TOTAL DEFICIT REG HOUSING		0
PUBLIC HEALTH DEBENT INTEREST		
28112-1-4-01	Medical Cnt. Upgrades Debenture (32-A-1) Interest	-
PUBLIC HEALTH DEBENT INTEREST		-
TOTAL PUBLIC HEALTH		9,210

31

		2025/2026
		BUDGET
ENVIRONMENTAL DEVELOPMENT SERVICES		
REGIONAL DEVELOPMENT		
26100-2-1-01	Environmental Planning & Zoning	5,500
26120-1-4-00	Asset Management	
26120 1-4-01	Other Economic Development	0
26120-1-4-05	GIS Tech Contract (Gas Tax)	1,000
26510-1-7-16	Economic Development	6,083
TOTAL REGIONAL DEVELOPMENT		12,583
TOURISM		
21200-0-5-12	Janitor Wages (5%)	680
21200-1-5-12	Wages - Manager	16,743
21200-3-5-12	Summer Staff Wages	0
21205-1-5-12	EI - Tourism Manager	385
21206-1-5-12	CPP - Tourism Manager	996
21209-1-5-12	WCB - Tourism	578
21210-1-5-12	Cleaning Supplies - Beach Centre	1,000
21211-1-5-12	Insurance	4,000
21212-1-5-12	Repairs & Maintenance	3,500
21213-1-5-12	Electricity	3,700
21214-1-5-12	Water Costs	400
21215-1-5-12	Supplies	1,000
21217-1-5-12	Advertising	-
21218-1-5-12	Telephone & Internet	1,300
21221-1-5-12	Equipment Leases - Porta Potty	2,500
21223-1-5-12	Misc. Expense	1,000
TOTAL TOURISM		37,782

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		2025/2026
ENVIRONMENTAL DEVELOPMENT OTHER		BUDGET
21223-1-5-13	July 1st Celebrations	17,500
21223-1-5-15	Misc. Festivals & Events	2,000
26511-1-7-16	Senior Services Program	3,342
TOTAL ENVIRONMENTAL DEVELOPMENT		22,842
TOTAL ENVIRONMENTAL DEVELOPMENT		73,207

		2025/2026
		BUDGET
RECREATION ADMIN (FIR1027110)		
21112-1-6-07	Mileage	200
21114-1-6-07	Meals	-
21200-0-6-01	Community Coordinator Wages	9,873
21200-0-6-02	Janitor Wages (35%)	4,760
21200-0-6-03	Summer Staff Wages (Rec CSJ)	5,705
21200-0-6-05	Misc. Program wages	0
21205-1-6-07	EI - Recreation	227
21205-2-6-07	EI - Rec. Summer Staff	131
21206-0-6-07	CPP - Rec. Summer Staff	339
21206-1-6-07	CPP - Recreation	587
21207-1-6-07	Company Pension	395
21208-1-6-07	Medical & Life Insurance	199
21209-1-6-07	Workmens Compensation	702
21215-1-6-05	Town Beautification	1,000
21215-1-6-07	Supplies	200
21215-2-6-01	Misc. Program	1,000
21215-2-6-02	Summer Program Expenses	400
21215-2-6-03	Minor Sports Program Expenses	450
21216-1-6-07	Postage	300
21217-1-6-07	Advertising	-
21218-1-6-07	Telephone & Internet	1,000
22485-1-6-07	Minor Tools & Equipment	100
22490-1-6-07	Dues & Fees (RNS)	550
TOTAL REC ADMIN (SOE minus funded		28,118

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		2025/2026
		BUDGET
MULTIPURPOSE Centres		
21200-0-6-18	Janitor Wages - Lighthouse 5%	680
21210-1-6-07	Cleaning Supplies - Rec Centre	500
21210-1-6-18	Cleaning Supplies - Lighthouse	100
21211-1-6-03	Place	2,255
21211-1-6-14	Building Insurance - Bandstand	410
21211-1-6-18	Building Insurance - Seacaps Lighthouse	5,709
21212-1-6-03	Repairs & Maintenance - Market Place	500
21212-1-6-07	Repairs & Maintenance - Rec Centre	1,000
21212-1-6-14	Repairs & Maintenance - Bandstand	500
21212-1-6-18	Repairs & Maintenance - Seacaps Lighthouse	1,500
21213-1-6-07	Electricity - Rec Centre	7,000
21213-1-6-14	Electricity - Bandstand	650
21213-1-6-18	Electricity - Seacaps Lighthouse	1,100
21214-1-6-07	Water Costs (50%) - Rec Centre	250
21214-1-6-18	Water Costs - Seacaps Lighthouse	700
21223-1-6-18	Misc. Expenses - Seacaps Lighthouse	1,000
22485-1-6-03	Equipment - Market Place	100
TOTAL MULTIPURPOSE CENTRES		23,954

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		2025/2026
		BUDGET
PARKS & PLAYGROUNDS		
21211-1-6-02	Insurance - Widow's Walk	150
21211-1-6-08	Insurance (Seacap Memorial Park)	1,200
21211-1-6-11	Insurance (Rood's Head Park)	450
21211-1-6-15	Insurance - Athletic Fields	1,000
21211-1-6-16	Insurance - Beach Ramp & Trestles	2,300
21211-1-6-17	Insurance - Boardwalk	4,200
21211-1-6-25	Insurance - Tennis Courts	350
21212-1-6-02	Repairs & Maintenance - Widow's Walk	300
21212-1-6-08	Repairs & Maintenance -Playground	33,000
21212-1-6-11	Repairs & Maintenance (Rood's Head Park)	1,000
21212-1-6-14	Repairs & Maintenance (Bandstand)	500
21212-1-6-15	Repairs (Athletic Fields)	500
21212-1-6-16	Repairs & Maintenance - Beach Ramp & Trestles	1,000
21212-1-6-17	Repairs & Maintenance - Boardwalk	500
21212-1-6-25	Repairs & Maint. - Tennis Courts	300
21213-1-6-02	Electricity - Widow's Walk	300
21213-1-6-08	Electricity - Seacaps Park	400
21213-1-6-15	Electricity - Ball Field Canteen	300
21213-1-6-17	Electricity - Boardwalk	1,600
21215-1-6-08	Supplies - Parks & Playgrounds	200
21221-1-6-08	Equipment Leases and Rentals - Parks & Playground.	3,000
21221-1-6-15	Equipment Leases & Rentals - Athletic Fields	2,400
21221-1-6-25	Equipment Leases & Rentals - Tennis Courts	2,300
21223-1-6-08	Misc. Expense - Parks & Playgrounds	500
21223-1-6-15	Misc. Expense - Athletic Fields	200
21223-1-6-19	Dog Park Expenses	-
21228-1-6-15	Athletic field Maintenance (Dale)	800
22485-1-6-25	Minor Tools & Equip - Tennis Courts	200
TOTAL PARKS & PLAYGROUNDS		58,950
TOTAL RECREATION		111,022

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		2025/2026
		BUDGET
LIBRARY BRANCH		
21200-0-6-20	Janitor Wages (15%) - Library	2,040
21210-1-6-10	Cleaning Supplies - Library	250
21211-1-6-10	Building Insurance - Library	1,100
21212-1-6-10	Repairs & Maintenance Building - Library	1,500
21213-1-6-10	Electricity - Library	2,800
21218-1-6-10	Telephone - Library	300
21223-1-6-10	Misc. Expense	500
TOTAL LIBRARY BRANCH		8,490
REGIONAL LIBRARY		
28472-2-1-01	Regional Library	4,700
TOTAL REGIONAL LIBRARY		4,700
TOTAL LIBRARY EXPENDITURES		13,190

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		2025/2026
		BUDGET
REC&CULTURE DEBENT INTEREST		
28111-1-6-07	Debenture (38-A-1) Interest - Rec Cnt Accessibility	134
28111-1-6-10	Debenture (38-A-1) Interest - Library Accessibility	316
28113-1-5-12	Debenture (34-A-1) Interest - Beach Cnt. 2014 project	765
28114-1-6-17	Debenture (35-A-1) Interest - Boardwalk LED Lights 2015	116
28115-1-6-16	Trestle Trail Debent Interest 40-A-1	162
28137-1-6-07	NSPI Heat Pump Interest Rec Centre	-
REC&CULTURE DEBENT INTEREST		1,493
TOTAL RECREATION & CULTURE		133,455

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		2025/2026
		BUDGET
FISCAL SERVICES		
28477-2-1-01	District School Board	141,188
TOTAL FISCAL SERVICES		141,188

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		2025/2026
LONG TERM PRINCIPAL PAYMENTS		BUDGET
28134-1-5-12	Beach Cnt. Debent Prin 2014 project 34-A-1	4667
28135-1-3-00	Streets Truck/Equipment Debent Prin 35-A-1	6360
28135-1-4-04	Sewer Truck Debenture Principal 35- A-1	5640
28135-1-6-17	LED Boardwalk Lights Debent Prin 35-A-1	4000
28138-1-1-00	Town Hall Accessibility Debent Prin 38-A-1	2493
28138-1-3-00	Calf Island Causeway Debent Prin 38-A-1	1043
28138-1-6-07	Rec Centre Accessibility Debent Prin 38-A-1	435
28138-1-6-10	Library Accessibility Debent Prin 38- A-1	1029
28139-1-4-04	UV System Debent Principal 40-A-1	5800
28139-1-6-16	Trestle Trail Debenture Principal 40- A-1	1340
28140-1-2-03	Fire Truck Debent. Principal 42-A-1	35,618
28140-1-4-04	Berm Debenture Principal 42-A-1	1147
29200 2-4-05	WW Upgrades (Formerly Surge Tank) Debenture Principal 43-A-1	15,583
28116 2-4-05	WW Upgrades formerly (Surge Tank) Debenture Interest 43-A-1	11,291
TOTAL LONG TERM PRINCIPAL PAYMENTS		96,446
TOTAL EXPENDITURES		1,712,976
SURPLUS/DEFICIT		-0



Municipal Report



Town of Lockeport

Department of Municipal Affairs

Municipal Profile and
Financial Condition Indicators Results

2022-23

Town of Lockeport

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Introduction

The Department of Municipal Affairs compiles municipal indicators on behalf of the Nova Scotia Government and the Association of Municipal Administrators of Nova Scotia (AMANS) that focus on three areas:

- financial matters;
- administration of the municipality; and
- characteristics of the community.

This report creates a snapshot from those financial and demographic statistics to help community members and decision makers better understand:

- the municipality in which they live;
- the municipality's key characteristics; and
- the municipality's financial risks.

For example, the snapshot makes it easy to:

- compare the Three-Year Change in Tax Base indicator to understand the municipality's revenue growth in comparison to cost of living; and
- use the change in population to indicate whether a community's population is growing or declining and its potential impact on municipal revenues and expenses.



Chapter 1 - Municipal Profile

Municipalities are diverse and operate within unique demographic and economic characteristics. These characteristics have a significant impact on municipal performance and subsequent strategies required to ensure a sustainable environment. This chapter outlines the unique demographic and economic characteristics of the Municipality, specifically its composition, population trends, demographics, median household income levels, employment rates, and educational attainment. The municipal profile trends could have impacts on the current and potential future tax base for a municipality.



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Town of Lockeport

Municipal Profile - Highlights

About the Municipality

- Located in: Shelburne County
- Approximate size: 2 km²
- Number of dwellings*: 331
- Government: 5 Elected councillors (including the Mayor)

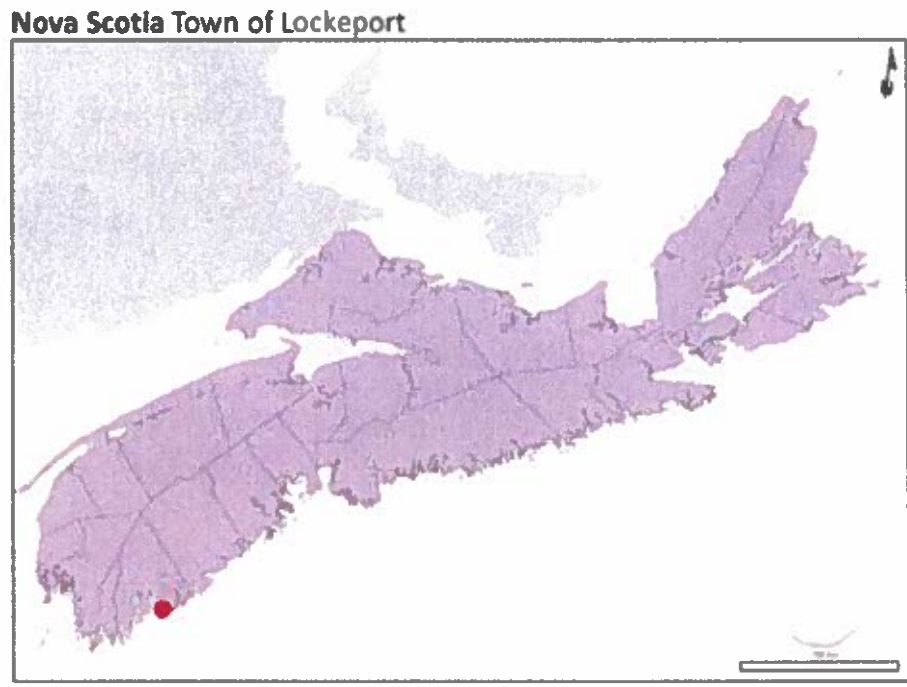


Figure 1 - Location of Municipality

*Number of Dwellings Data Source: 2022 Property Valuation Services Corporation filed roll

Municipal Profile - Highlights

Population Highlights

Municipal Population 2021 Census:	476
Percent of Provincial population:	0.05%
Municipal Population 5-year trend:	-10.36%
County's 5-year trend:	-4.22%

Since the last census in 2016, **-55** fewer people live in the Municipality

Population Change from 2016 to 2021

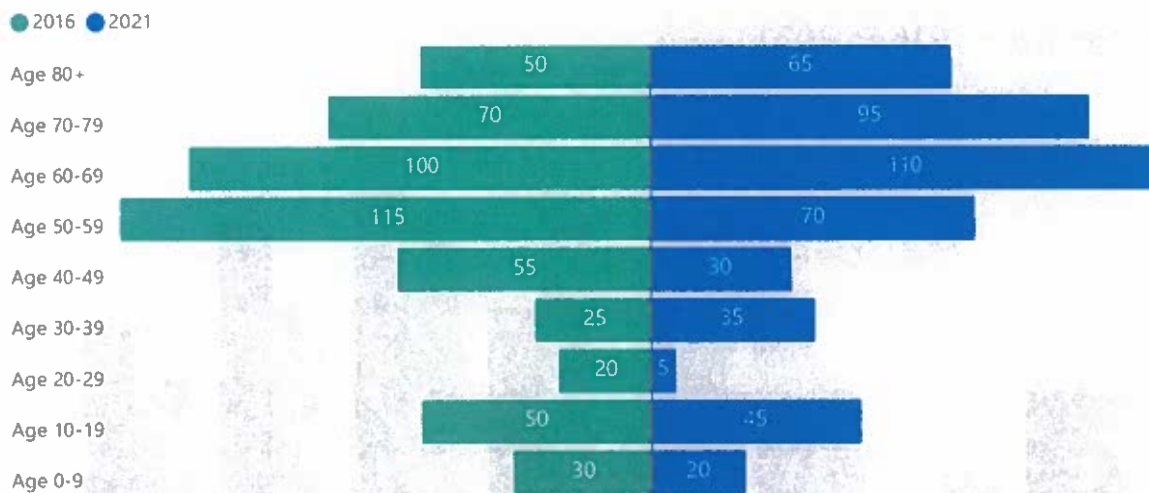


Figure 2 - Population Change from 2016 to 2021 (rounded to nearest five) Source: Statistics Canada

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Municipal Profile - Highlights

Population Trends

20-year trend: Declining (supported by Figure 3 below)

Highest Age Bracket: 60-69 years of age (supported by Figure 4 below)

Population Trend from 2001 to 2021

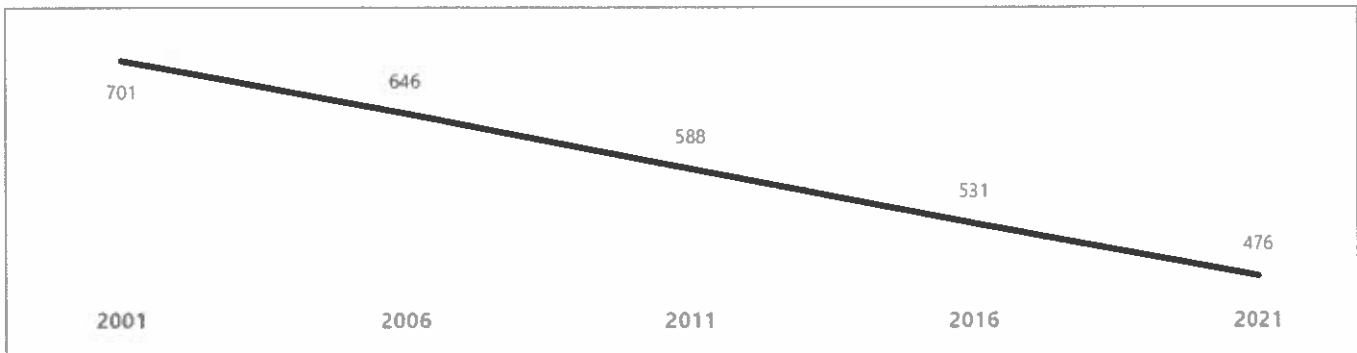


Figure 3 - Population from 2001-2021. Source: Statistics Canada

Population Change from 2016 to 2021

Year ● 2016 ● 2021

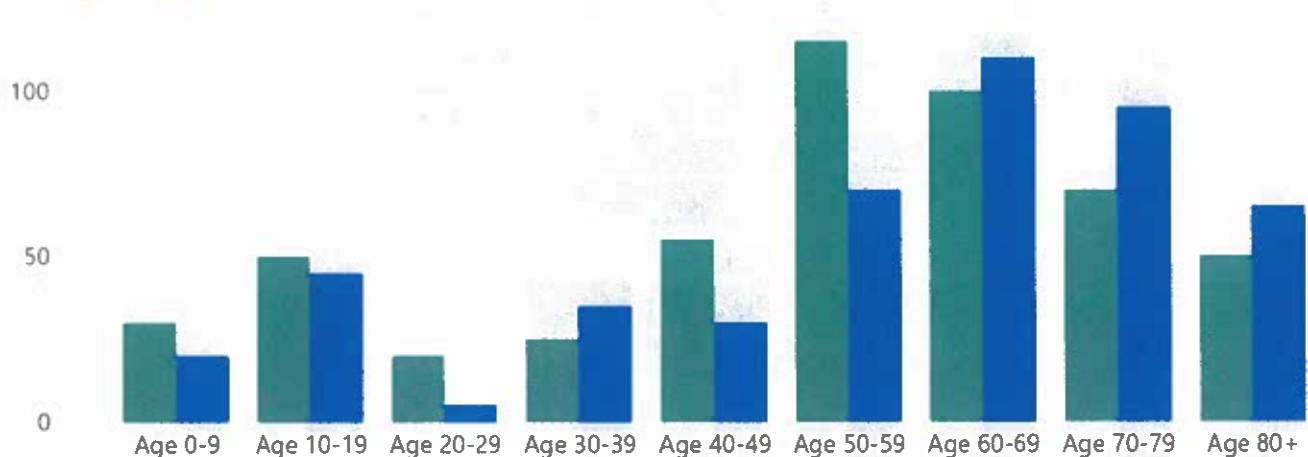


Figure 4 - Population by Age Group from 2016 to 2021. Source: Statistics Canada

Municipal Profile - Highlights

Population Comparison

Comparison of the Town of Lockeport vs. the Town Average

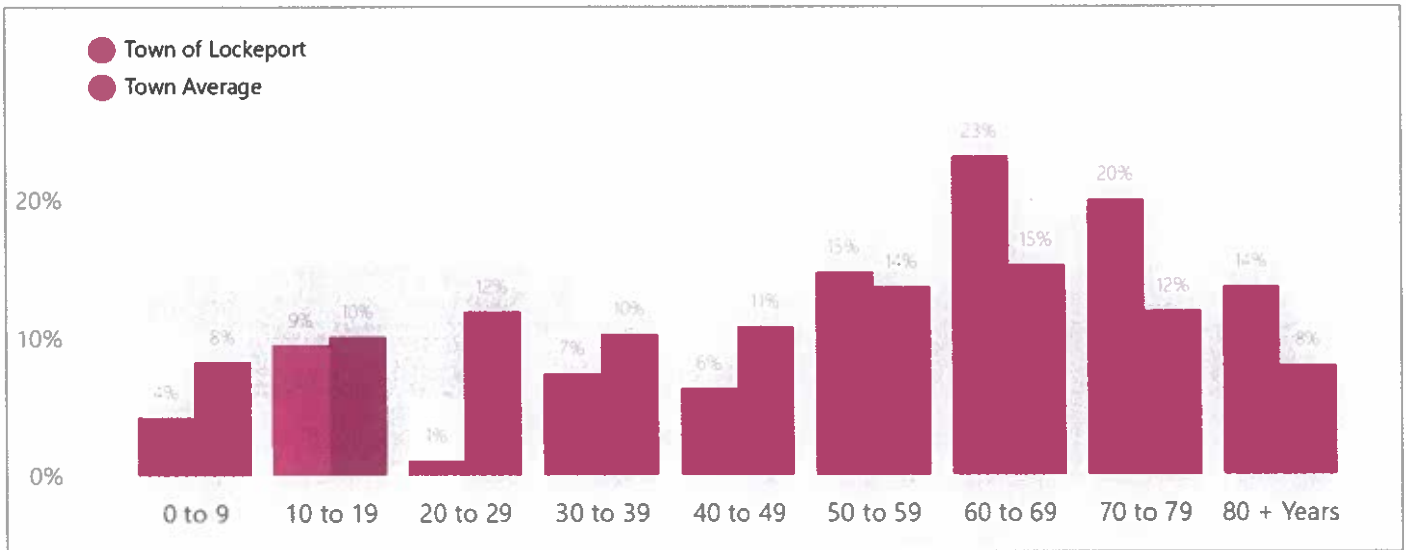


Figure 5 - Population by Age Group. Source: Statistics Canada

Comparison of the Town of Lockeport vs. the Provincial Average

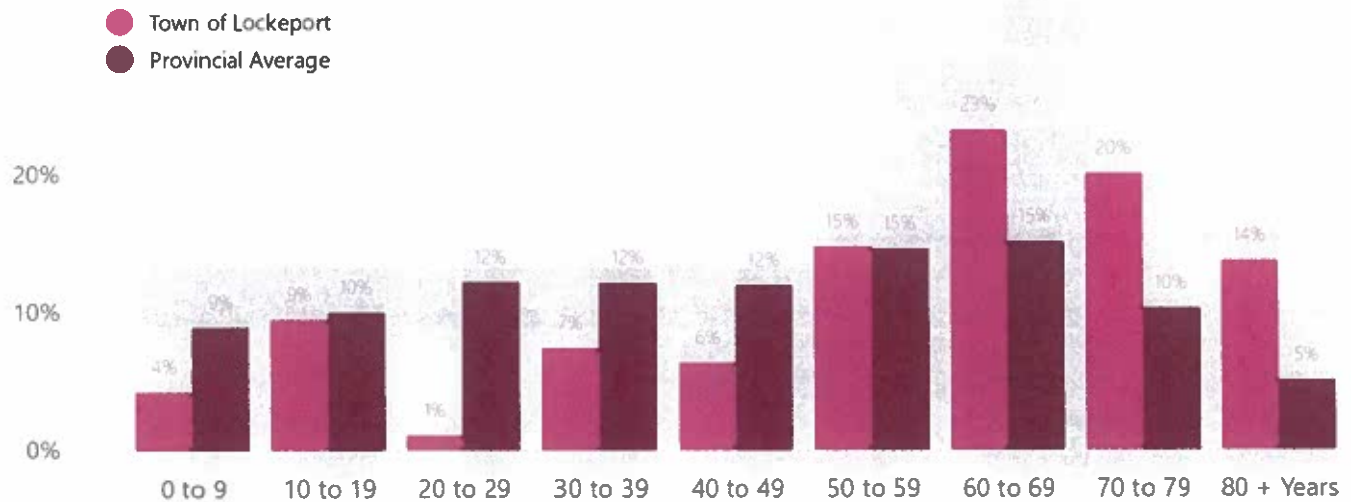


Figure 6 - Population by Age Group. Source: Statistics Canada

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Municipal Profile - Highlights

Age Group Comparison

Population Age Groups

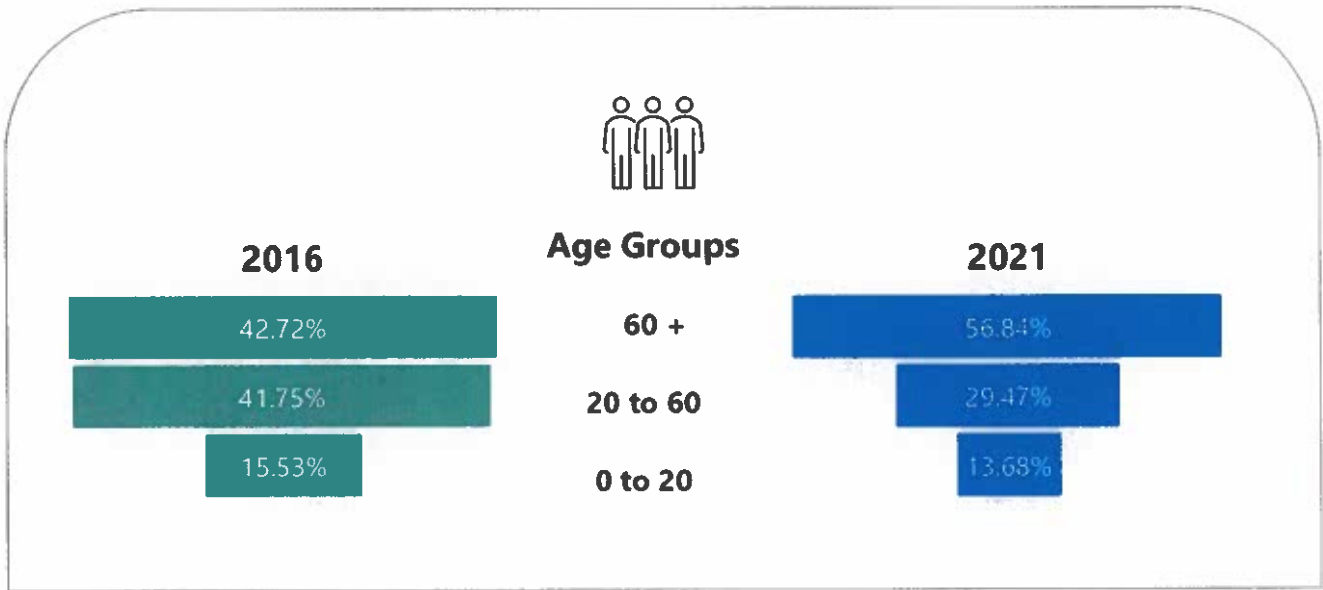


Figure 7 - Population by Age Group 2016 vs 2021. Source: Statistics Canada

Generational Groups

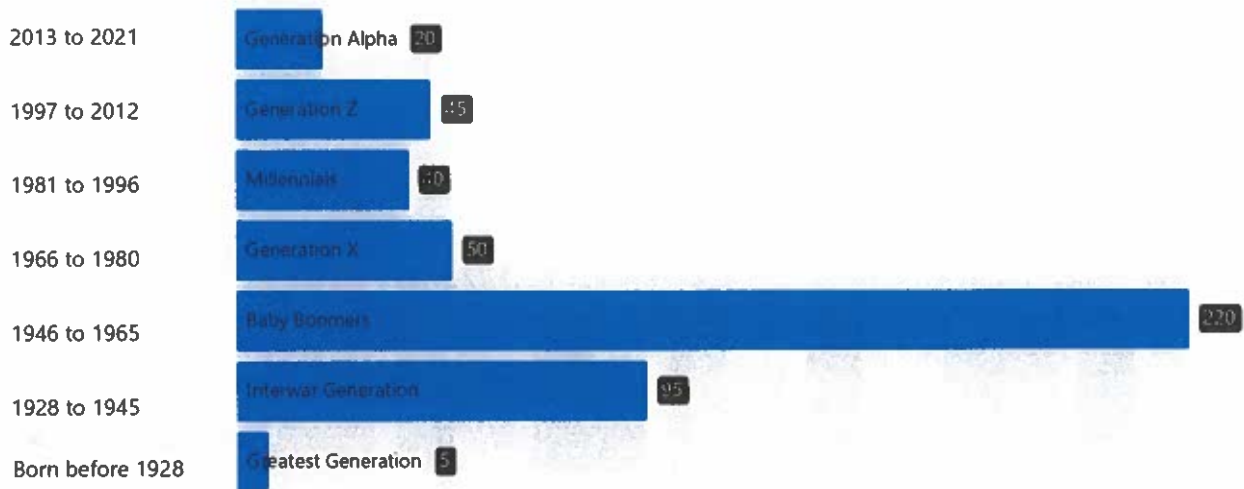


Figure 8 - Population by Generation for 2021 (rounded to nearest five). Source: Statistics Canada

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Municipal Profile - Highlights

Population Outlook

Population Trend 2001 to 2021 (Actuals) and 2022 to 2023 (Estimates) Town of Lockeport

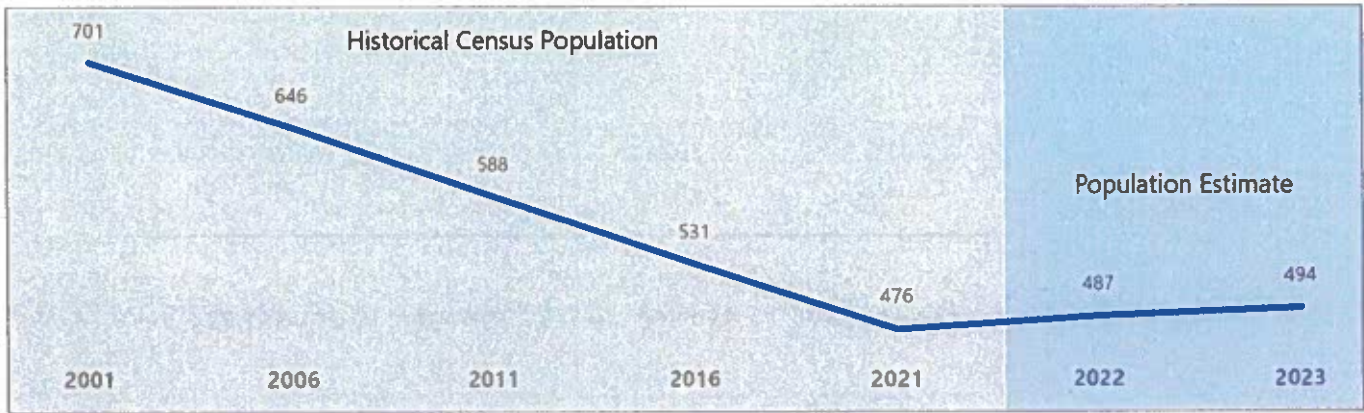


Figure 9 - Historical population from 2001 to 2021 is based on census data. Population estimates for July 1, 2023 are based on the projections released May 22, 2024 Source: Statistics Canada

Population Trend 2001 to 2021 (Actuals) and 2022 to 2023 (Estimates) Nova Scotia

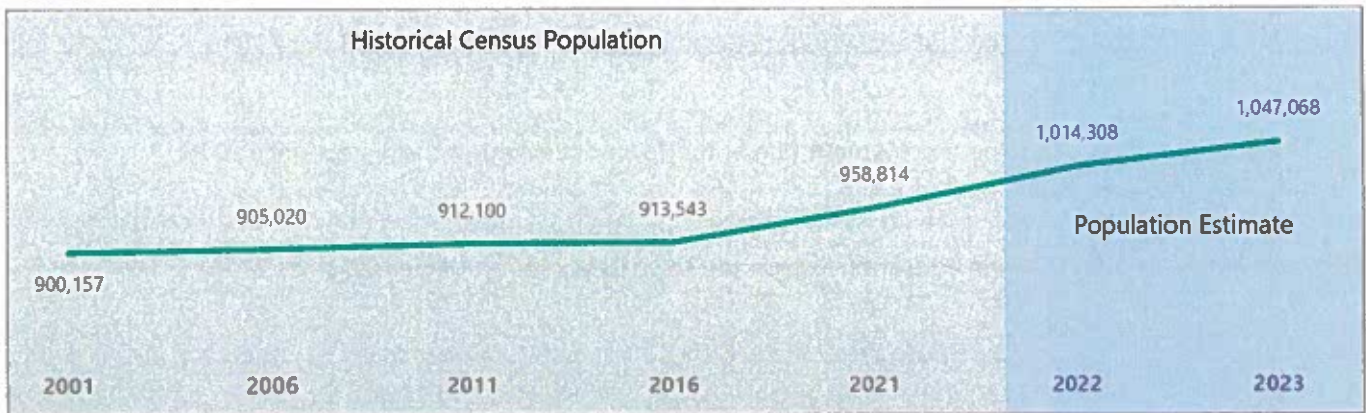


Figure 10 - Historical population from 2001 to 2021 is based on census data. Population estimates for July 1, 2023 are based on the projections released May 22, 2024 Source: Statistics Canada

Municipal Profile - Highlights

Economic Indicators

Along with population trends, employment rates and median household income are important economic indicators. Education levels can also play a crucial role in economic and social progress and can help improve income distribution. These factors provide an indication of the wellbeing of the economy and labour force. The educational level noted in the chart below represents the percentage of population, aged 15 and over, who have education beyond a high school diploma.

	2016 Census	2021 Census	+/-	Provincial Average
Median household Income:	\$46,464	\$50,800	\$4,336	\$61,724
Employment rate:	41.9%	33.3%	-8.6%	46.2%
Education level:	44.2%	35.9%	-8.3%	50.5%

Figure 11 - 2021 Census, Source: Statistics Canada

Median household Income: Town of Lockeport median household income increased since 2016.

Employment rate: The employment rate at the Town of Lockeport decreased since 2016.

Education level: The education level at the Town of Lockeport decreased since 2016.

Chapter 2 - Assessment Information

Since property taxes are a primary source of revenue for most municipalities, special emphasis has been placed on reviewing assessment trends. For more information about the following financial indicators, please refer to Chapter 4 - Financial Condition Indicators.

Three-year change in Tax Base (Uniform Assessment¹): 7.3% Growth is not keeping pace with the cost of living (Moderate risk)

Reliance on a Single Business or Institution: 12.9% Dependent (Moderate Risk)

Residential Tax Effort: 4.1% Limited flexibility (Moderate Risk)

The line graphs below show the five-year trend of residential and commercial portion of the municipality's taxable assessment.

Residential and Resource Taxable Assessment Trend

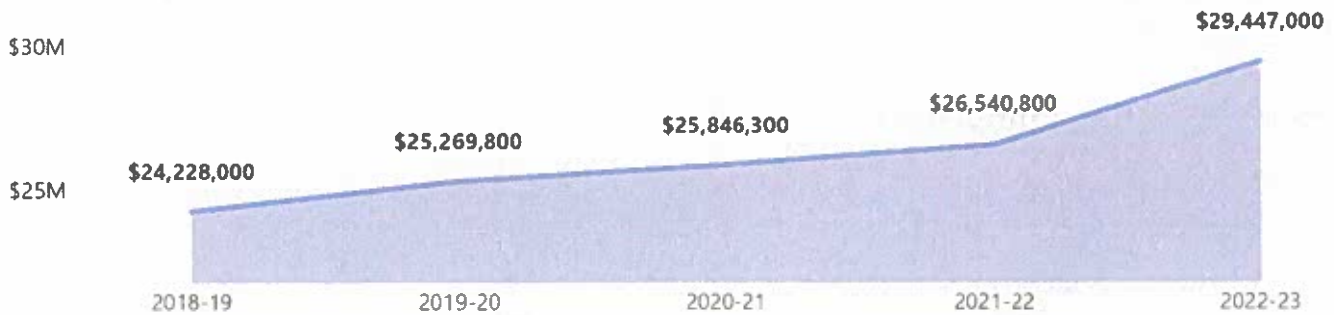


Figure 12 - Residential taxable assessment over the last five years. Source 2018-19 to 2022-23 Statement of Estimates - Assessment

Commercial Taxable Assessment Trend

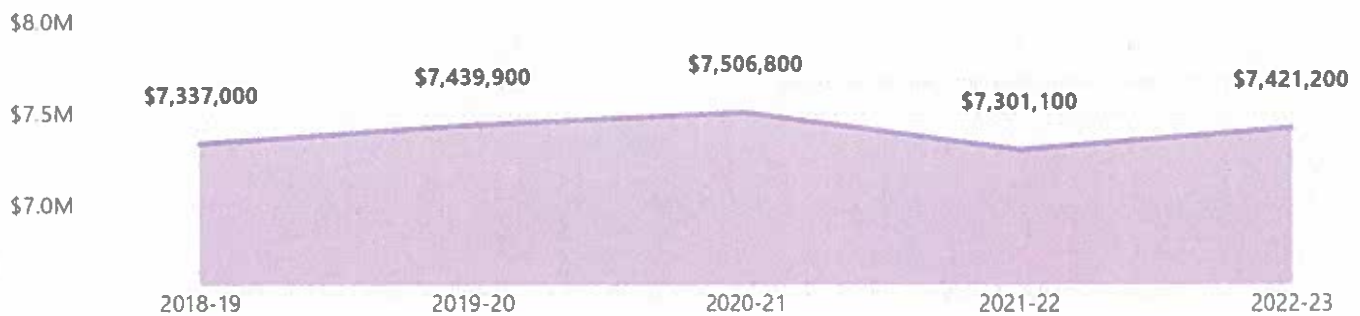


Figure 13 - Commercial taxable assessment over the last five years. Source 2018-19 to 2022-23 Statement of Estimates - Assessment

¹ Uniform assessment is the value of a municipality's taxable property assessment plus the capitalized value of payments in lieu of taxes.

Chapter 3 - Financial Information

General Overview

Audited financial statements are presented on a consolidated basis. These consolidated financial statements present all municipal entities as one single reporting entity:

- all the individual funds managed by the Municipality
- organizations or enterprises that the Municipality owns or controls, such as:
 - N/A

The Municipality's non-consolidated financial statements present the individual funds managed by the Municipality, such as the General Operating Fund, General Capital Fund, Non-operating Reserve Fund, Operating Reserve Fund and, if applicable, Water Operating Fund, Water Capital Fund, Water Reserve Fund, Electric Operating Fund, Electric Capital Fund, and Electric Reserve Fund. Non-consolidated financial statements are reconciled but not audited².

Financial Reporting Compliance

Legislated Requirements

Submitted before deadline³:

- | | |
|---|------------|
| ◦ Audited Consolidated Financial Statements | Yes |
| ◦ Financial Information Return (FIR) | Yes |
| ◦ Statement of Estimates - Assessment (SOE-A) | Yes |
| ◦ Statement of Estimates - Budget (SOE-B) | Yes |
| ◦ Management Letter/Internal Control Letter | Yes |
| ◦ Summary Report of Expenses | Yes |
| ◦ Summary Report of Hospitality Expenses | Yes |

Financial Statements include:

- | | |
|---|------------|
| ◦ Unqualified Audit Opinion | Yes |
| ◦ Elected Officials remuneration and expenses | Yes |

Expense and Hospitality report posted online quarterly **No**

² Please be advised that, although the Department of Municipal Affairs reconciles, at a high level, a municipality's non-consolidated financial statements to the consolidated financial statements, the non-consolidated financial statements are usually not audited nor presented in full accordance with Canadian public sector accounting standards.

³ Annually, municipalities are required to submit their financial information by Sept 30th.

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Financial Highlights

Revenue

Total consolidated revenue:	\$1.8 Million
Revenue generated from own source revenue*:	\$1.2 Million
Total general operating revenue:	\$1.3 Million
Largest general operating revenue:	79% Net property taxes and payments in lieu of taxes

Expenses

Total consolidated expenses**:	\$1.5 Million
Total general operating expenses:	\$1.3 Million
Largest general operating expense:	25% General government services

Annual Surplus

Annual consolidated surplus (deficit):	\$283.6 Thousand
Consolidated accumulated surplus (deficit):	\$3.2 Million
Annual general operating surplus (deficit):	\$0

Debt

Total consolidated long-term debt:	\$574.3 Thousand
Total general capital fund long-term debt:	\$574.3 Thousand
General operating fund bank indebtedness:	\$0

* Total consolidated revenue excluding government transfers

** Net of extraordinary and special revenue item(s)

Revenue

\$1.8M

2022-23 Consolidated Revenue

Total consolidated revenue: \$1.8 Million

Largest revenue: \$1.0 Million Net property taxes and payments in lieu of taxes

Revenue generated from own source revenue: 66%

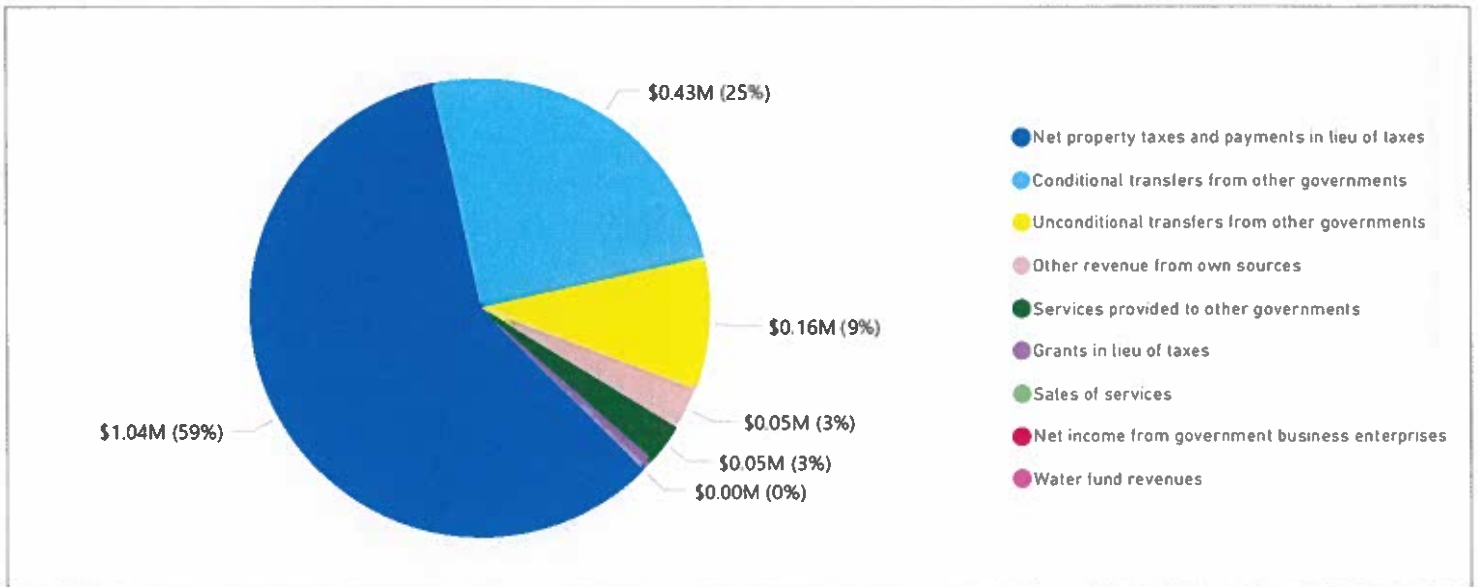
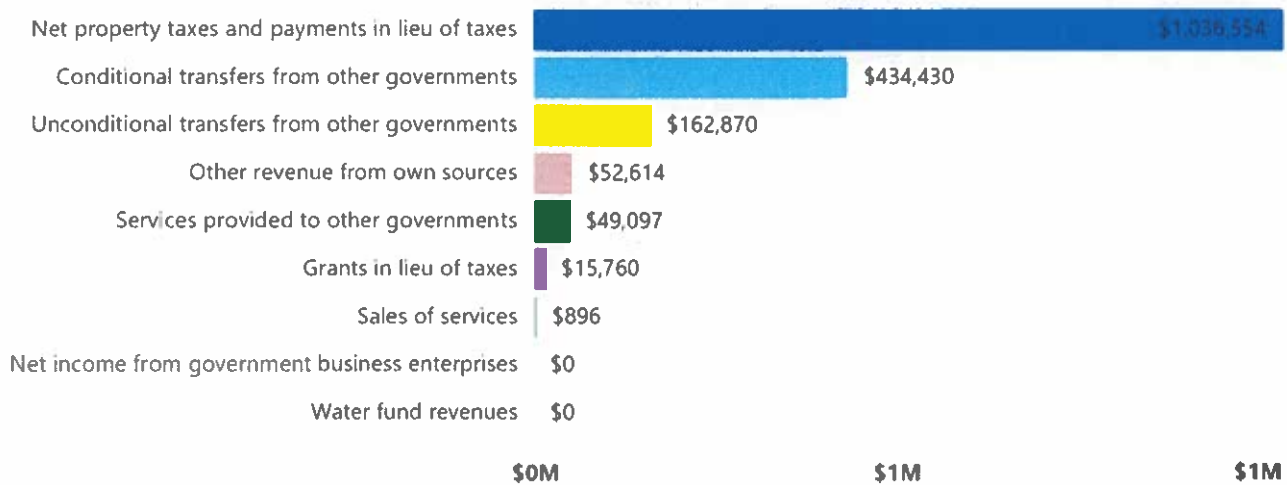


Figure 14 - Consolidated Revenue Source: 2022-23 Financial Information Return

The graphs above and below show the Municipality's consolidated revenue divided into categories.

Consolidated Revenue



Revenue

\$1.3M

2022-23 General Operating Revenue

Total general operating revenue:	\$1.3 Million
Largest general operating revenue:	79% Net property taxes and payments in lieu of taxes
Uncollected Taxes Financial Condition Indicator (FCI):	9.7%
Reliance on Government Transfers (FCI):	12.9%

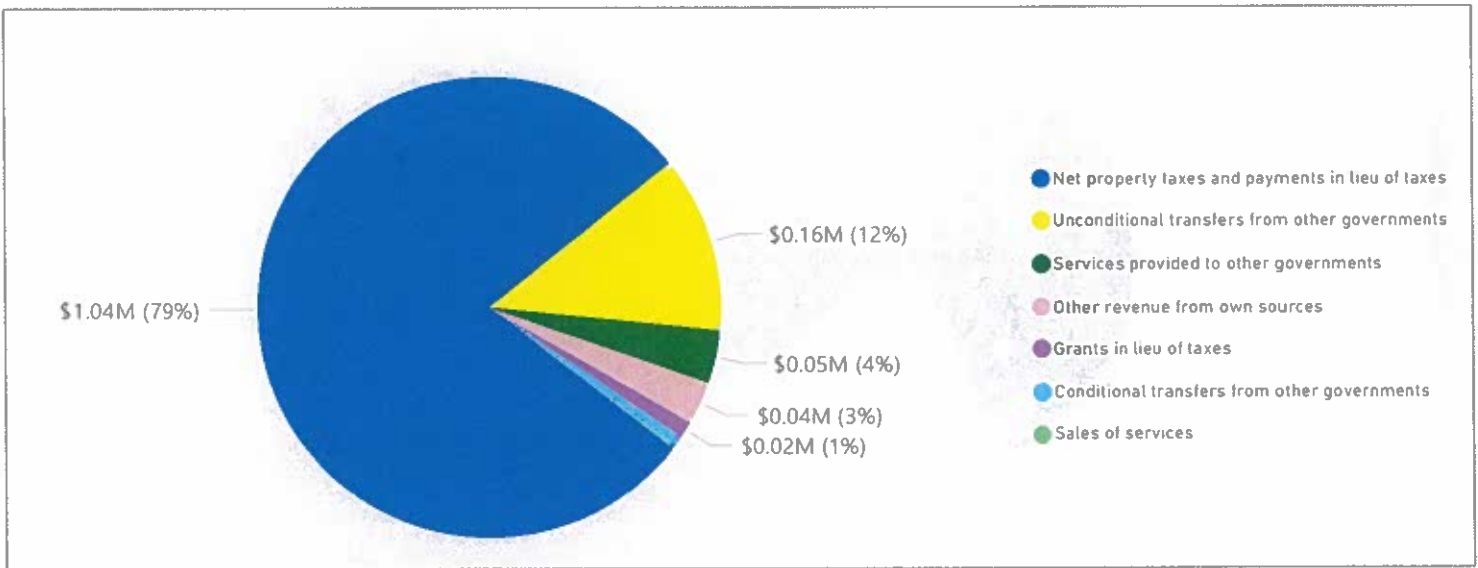
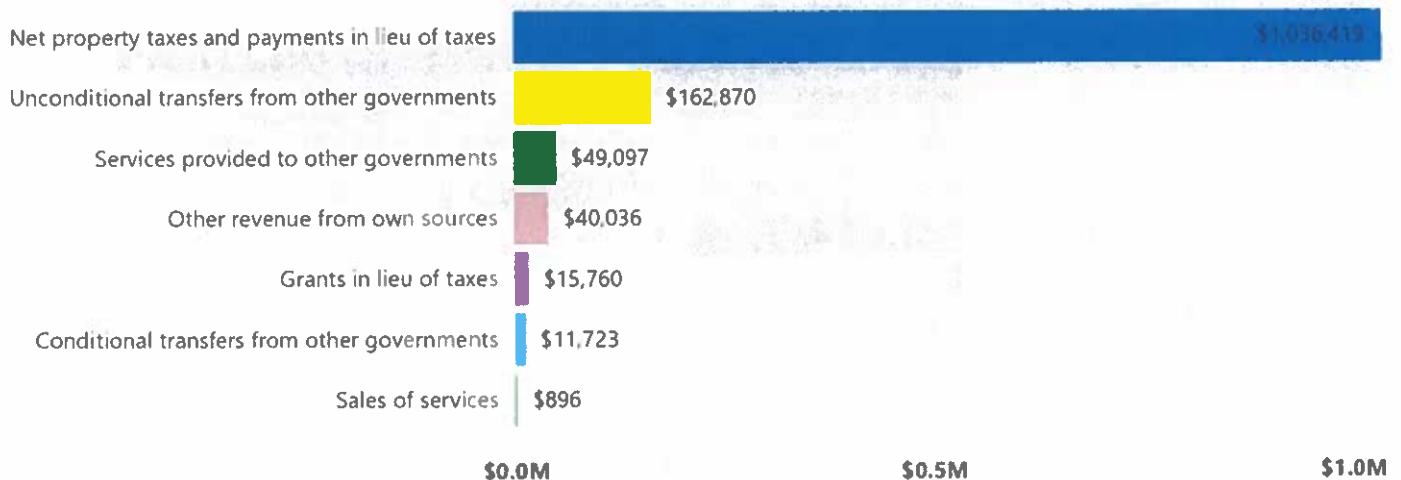


Figure 15- General Operating Fund Revenue: 2022-23 Financial Information Return

The graphs above and below show the Municipality's general operating fund revenue divided into categories.

General Operating Revenue



Expenses

\$1.5M

2022-23 Consolidated Expenses

Total consolidated expenses: \$1.5 Million
 Largest expense: 22% General government services

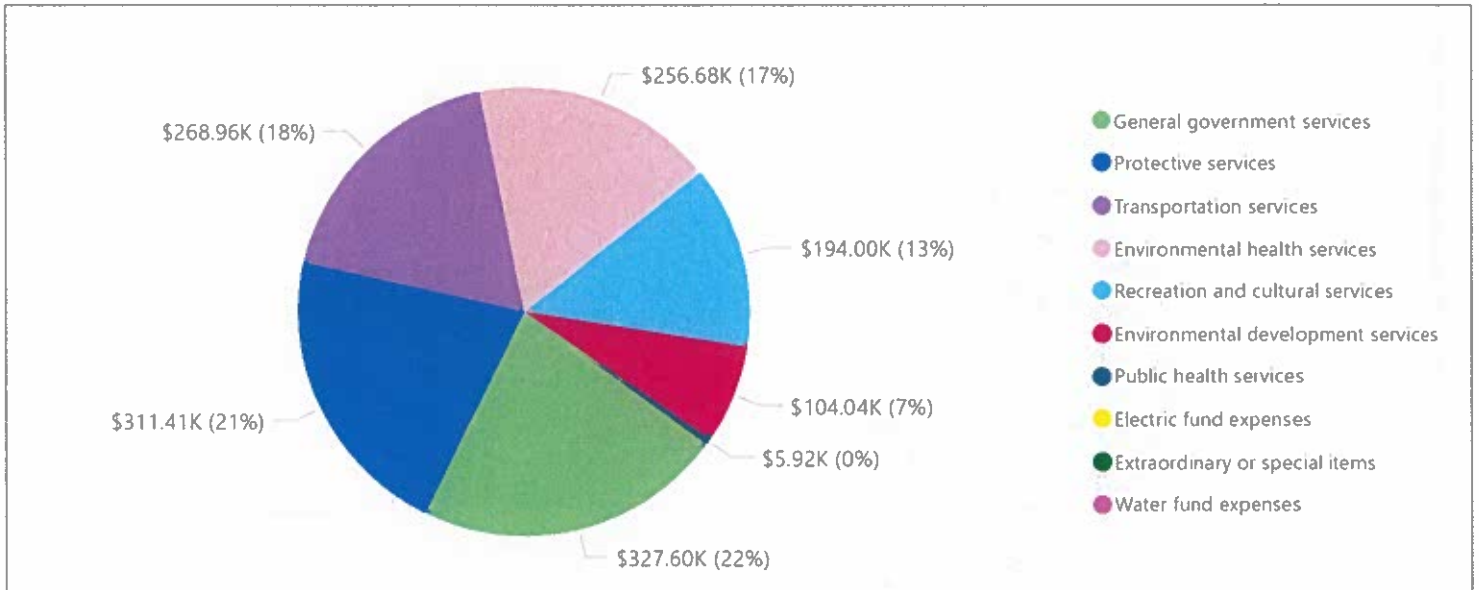
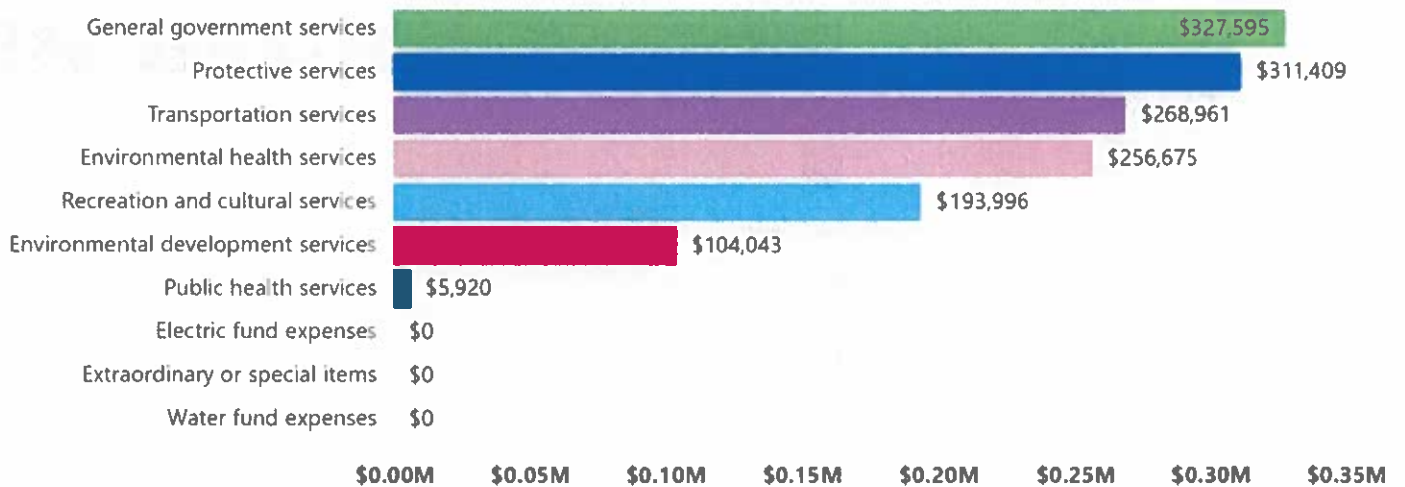


Figure 16 - Consolidated Expenses Source: 2022-23 Financial Information Return

The graph above and table below show the Municipality's consolidated expenses divided into categories.

Consolidated Expenses



Expenses

\$1.3M

2022-23 General Operating Expense

Total general operating expenses:	\$1.3 Million
Largest general operating expense:	25% General government services
General operating reserves as a percentage of total general operating expenses:	61.2%

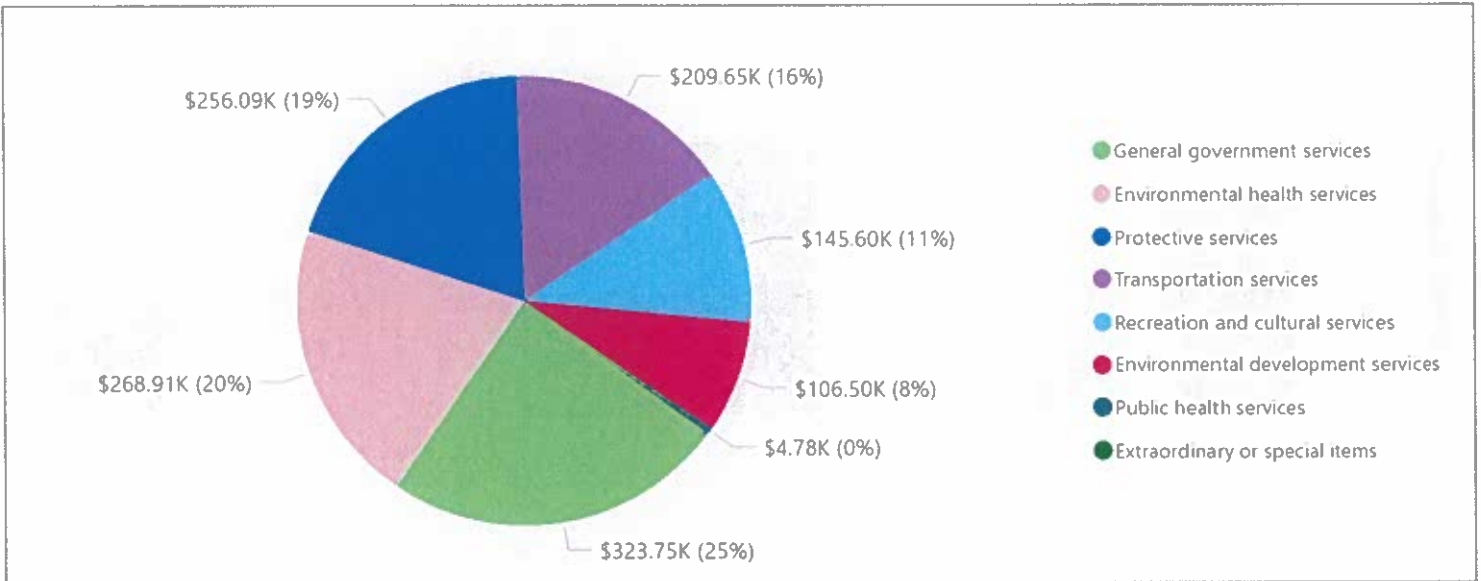
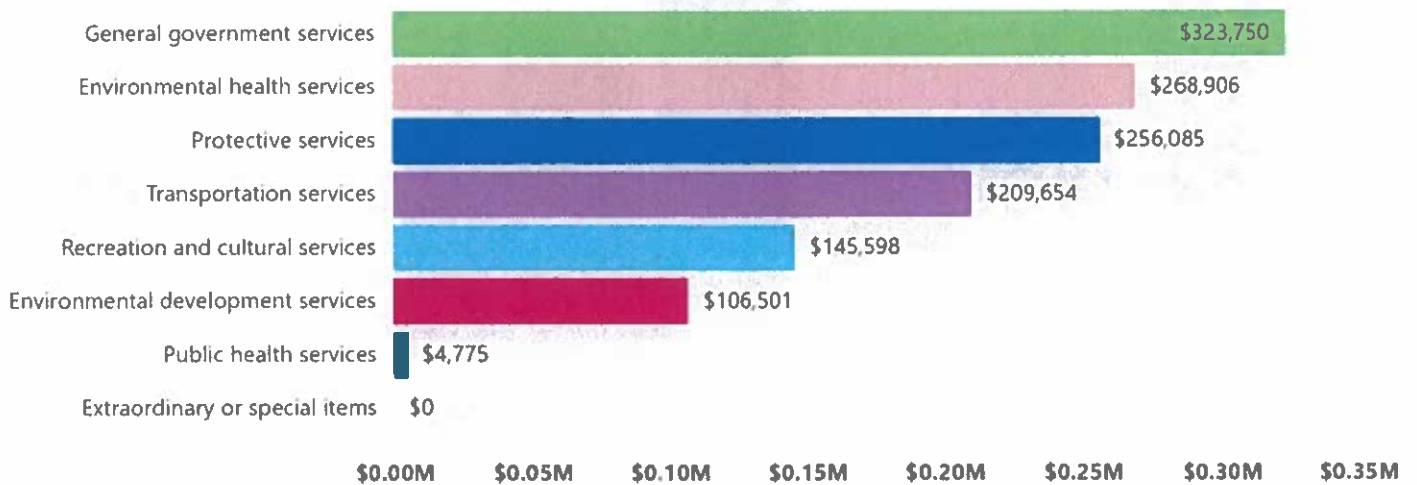


Figure 17 - General Operating Fund Expenses: 2022-23 Financial Information Return

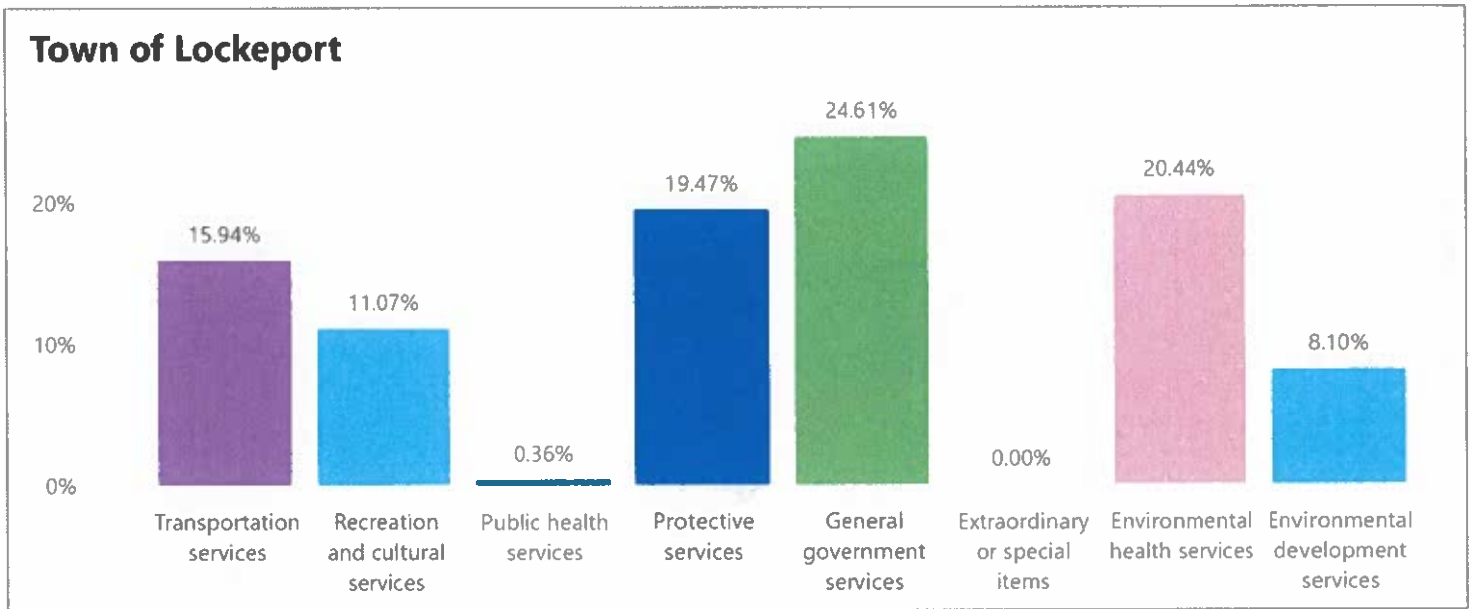
The graph above and table below show the Municipality's general operating fund expenses divided into categories.

General Operating Expenses



2022-23 General Operating Expenses Comparison to the Provincial Average

The graph below shows the expense by function for the municipal operations or General Operating Fund expenses compared to the Provincial Average.



Provincial Average

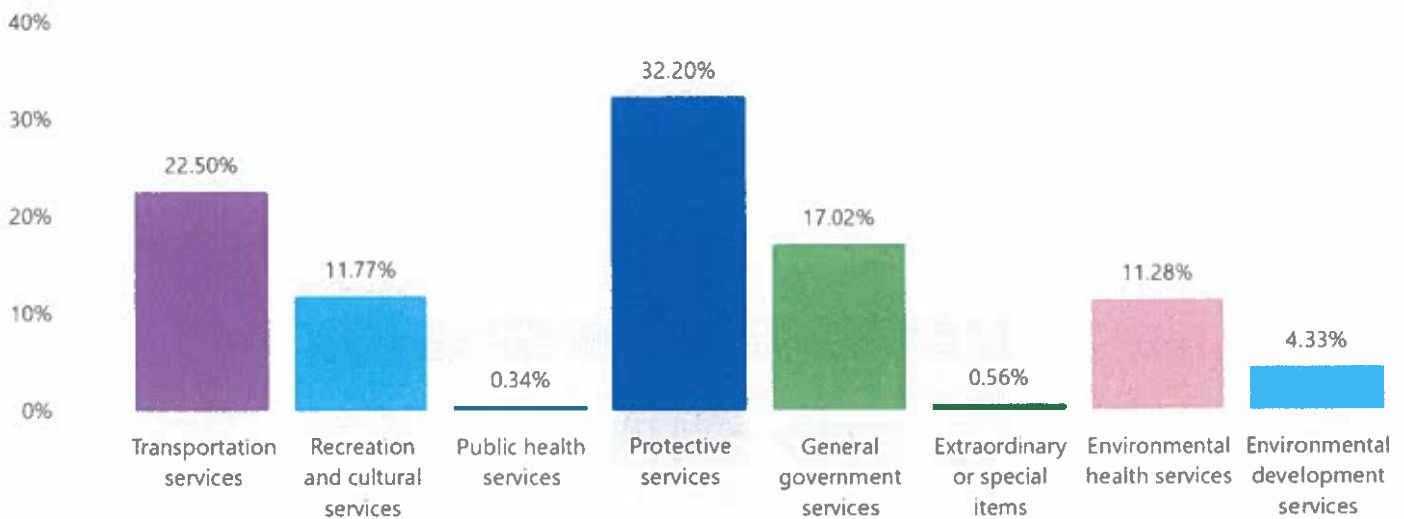


Figure 18 - Comparison of General Operating Fund Expenses to Provincial Average. Source: 2022-23 Financial Information Return

Accumulated Surplus (Deficit)

Annual surplus (deficit): Revenue - Expenses

Note: Annual surplus (deficit) is added to the accumulated surplus (deficit)

Annual consolidated surplus (deficit): \$283.6 Thousand

Consolidated accumulated surplus (deficit): \$3.2 Million

Annual general operating surplus (deficit): \$0

Number of Deficits in the Last 5 Years Financial Condition Indicator (FCI): 1

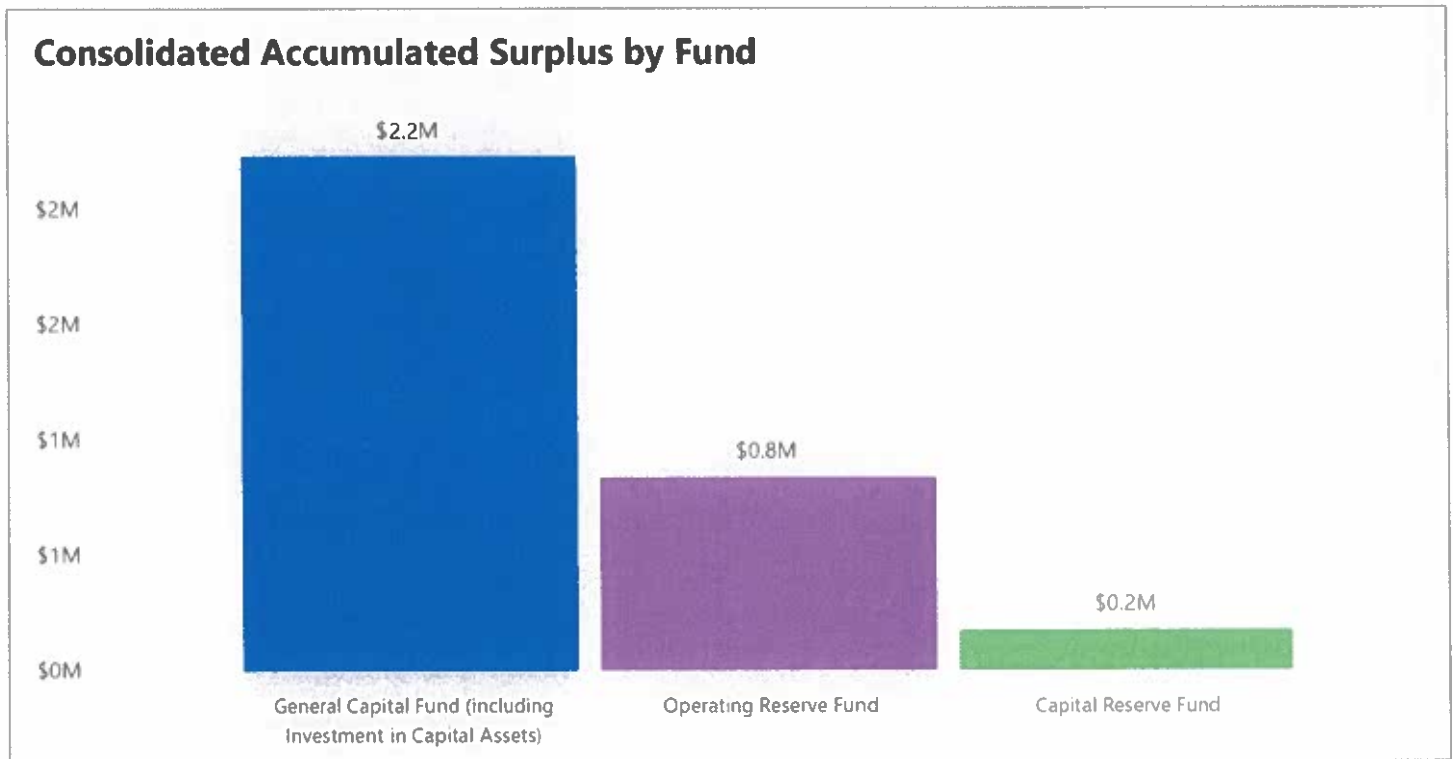


Figure 19 - Consolidated Accumulated Surplus by Fund Source: 2022-23 Financial Information Return

Debt

Total consolidated long-term debt:	\$574.3 Thousand
Total general capital fund long-term debt:	\$574.3 Thousand
Debt Service Financial Condition Indicator (FCI):	5.6%
Operating fund bank indebtedness:	\$0
Outstanding Operating Debt FCI (as a percentage of Net Property Taxes/Payment in Lieu of Taxes, Grants in Lieu of Taxes and Government Transfers):	0.0%

Chapter 4 - Financial Condition Indicators: House Model

The Financial Condition Indicators (FCIs) condense multiple sources of information into a single visual "House Model" graph. The House Model gives a quick visual of a municipality's strengths and possible areas where a municipality may want to focus its attention.

The Model:

The Model consists of twelve indicators organized into base, structure and roof, focusing on:

- Base: Three indicators relating to internal and external factors that could impact the municipality's revenue stream.
- Structure: Five financial indicators that concern management and debt; and
- Roof: Four key performance indicators, that reflect the municipality's ability to meet current and future needs in a balanced and independent manner.

Risk thresholds:

Each indicator is assessed against a risk threshold:

- low risk (**green**);
- moderate risk (**yellow**); and
- high risk (**red**).

Overall assessment:

The Department calculates an overall assessment for fiscal instability:

- low risk (**green**): 9-12 FCIs meet low risk threshold;
- moderate risk (**yellow**): 7-8 FCIs meet low risk threshold; and
- high risk (**red**): 6 or less FCIs meet low risk threshold.

Overall Assessment

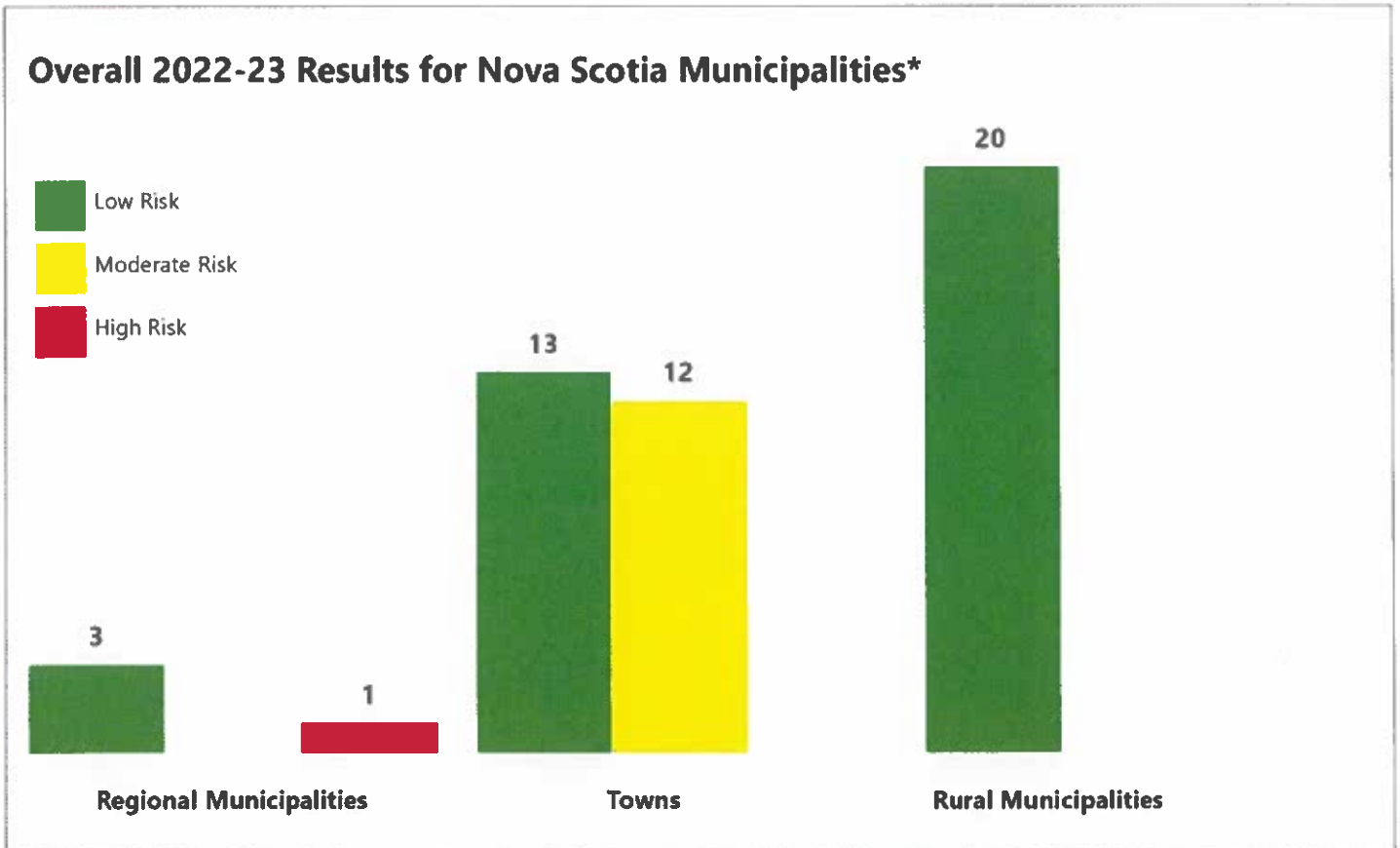
Overall Assessment for: Town of Lockeport

Financial Condition: Moderate Risk

The overall Financial Conditions Index assessment for the Town of Lockeport is Moderate Risk.

This means that while the Municipality has some challenges, it is considered moderate risk for fiscal instability.

Comparison: The majority of Municipalities are at low risk (see chart below).



Financial Condition Indicators Highlights for 2022-23

Overall Assessment

Yellow (Moderate Risk)

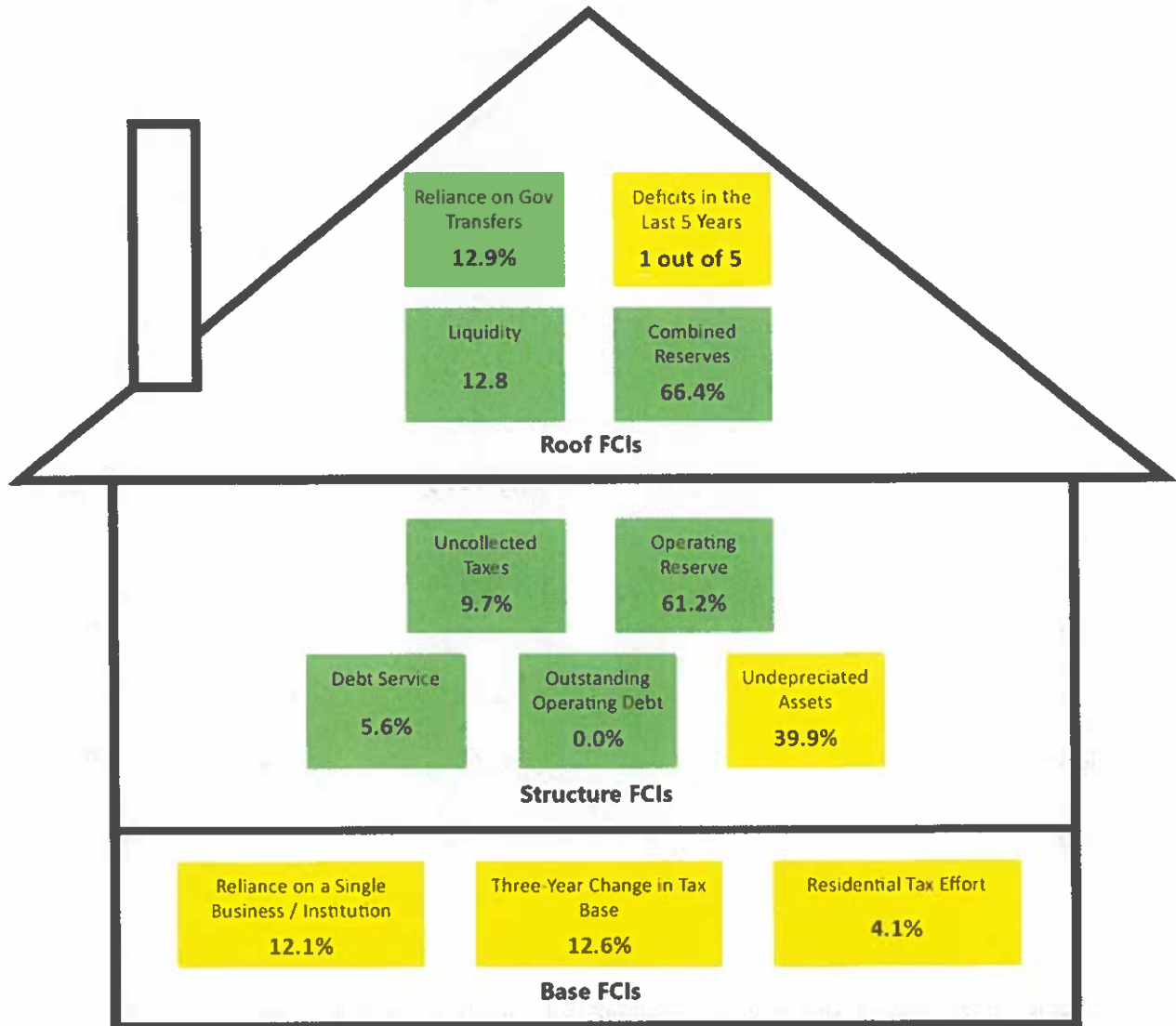
The overall Financial Conditions Index assessment for the Town of Lockeport is Yellow (Moderate Risk).

This means that while the Municipality has some challenges, it is considered moderate risk for fiscal instability.

As shown in the House model below, the Town of Lockeport's FCIs are comprised of:

- Low Risk (green): 7 Indicators
- Moderate Risk (yellow): 5 Indicators
- High Risk (red): 0 Indicators

Individual FCI results are presented in the House below and are compared to last year's result on the next page.



Two-Year Comparison of Financial Condition Indicators

BASE	2021-22	2022-23	+/-
Reliance on a Single Business or Institution	13.2%	12.1%	-1.1%
Three-Year change in Tax Base	8.5%	12.6%	4.1%
Residential Tax Effort	3.7%	4.1%	0.4%

STRUCTURE	2021-22	2022-23	+/-
Uncollected Taxes	6.5%	9.7%	3.2%
Operating Reserve	47.7%	61.2%	13.5%
Debt Service	5.0%	5.6%	0.6%
Outstanding Operating Debt	0.0%	0.0%	0.0%
Undepreciated Assets	40.4%	39.9%	-0.5%

ROOF	2021-22	2022-23	+/-
Reliance on Government Transfers	25.9%	12.9%	-13.0%
Number of Deficits in the Last 5 Years	1	1	0
Liquidity	2.5	12.8	10.3
Combined Reserves	56.7%	66.4%	9.7%

*For 3-year Change in Tax Base, CPI change for 2021-22 was 12.1% and for 2022-23 is 13.3%.

Base FCI Indicator - Municipal Revenue Dimension

Reliance on a Single Business or Institution

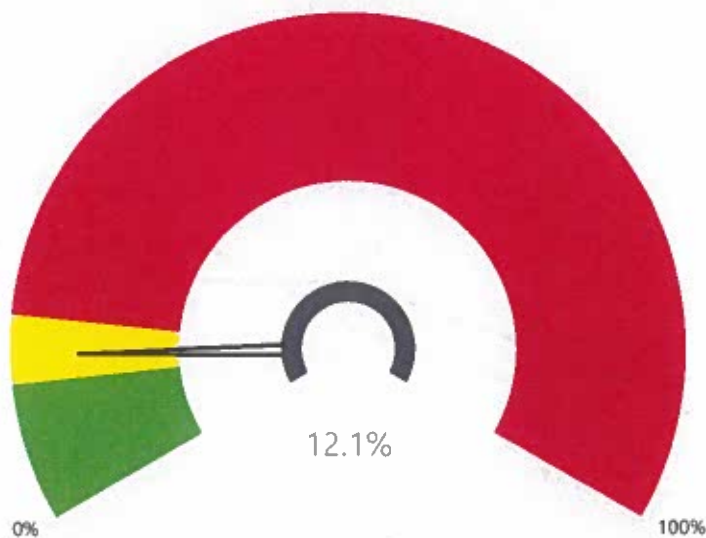
2022-23 Results: **Moderate Risk 12.1 %**

The largest single commercial or institutional account is 12.1 % of the Municipality's total Uniform Assessment.

What does it mean? The Municipality is showing vulnerability in this area. The Municipality's tax base is moderately dependent on one single business or institution.

Calculation:
$$\frac{\text{Taxable assessment value of the largest business or institution}}{\text{Uniform assessment}} = 12.1\%$$

- Risk Thresholds:
- Low: Less than 10%
 - Moderate: 10% to 15%
 - High: Greater than 15%



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Base FCI Indicator - Municipal Revenue Dimension

Three-Year Change in Tax Base

2022-23 Results: **Moderate Risk 12.6 %**

What does it mean? Growth is below the CPI % change of 13.3% but above 0%.
The Municipality's tax base is not keeping up with the cost of municipal services and programs.

Calculation:
$$\frac{\text{Current uniform assessment} - \text{Uniform assessment 3 years prior}}{\text{Uniform assessment 3 years prior}} = 12.6\%$$

- Risk Thresholds:
- Low: Equal or above CPI % change (Three Year CPI 2022-23: 13.3 %)
 - Moderate: Below CPI % change, but not negative growth
 - High: Negative growth

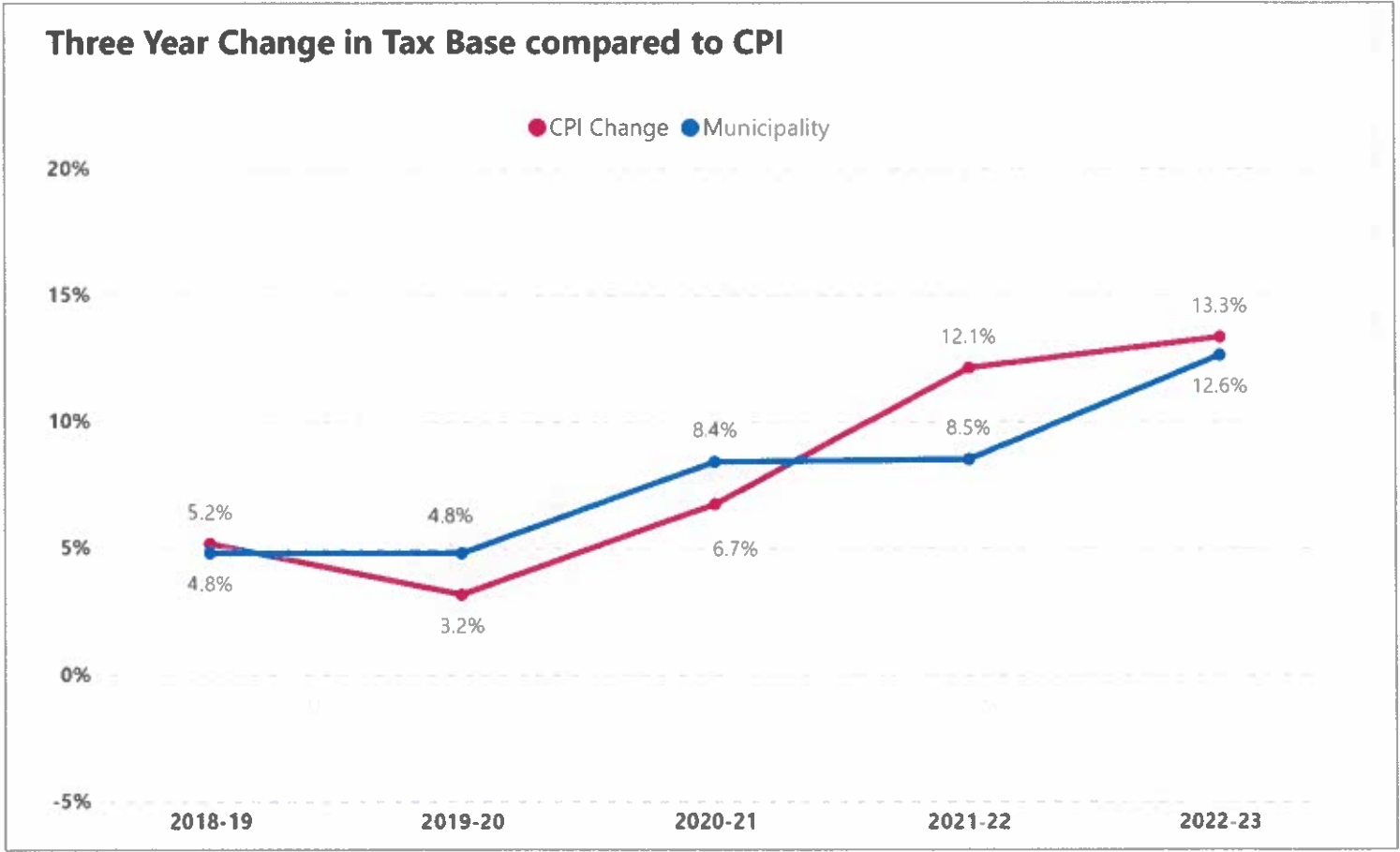


Figure 20 - Three-year change in Uniform Assessment in comparison to three-year change in CPI for the last 5 years.
Source: Statement of Estimates-Assessment and Statistics Canada

Base FCI Indicator - Municipal Revenue Dimension

Residential Tax Effort

2022-23 Results: **Moderate Risk 4.1 %**

4.1 % of median household income is required to pay the average tax bill.

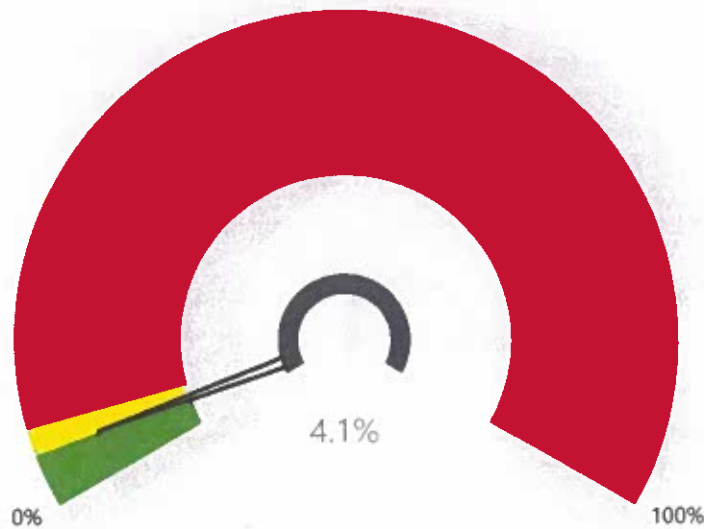
What does it mean? The Municipality has limited flexibility to increase the taxes, if required.

This indicator helps council assess the affordability of municipal taxes in relation to the current service levels.

Calculation:

$$\frac{\text{Total residential tax revenue per dwelling unit}}{\text{Median household income}} = 4.1\%$$

- Risk Thresholds:
- Low: Less than 4%
 - Moderate: 4% to 6%
 - High: Greater than 6%



Structure (Management) FCI Indicator - Municipal Management Dimension

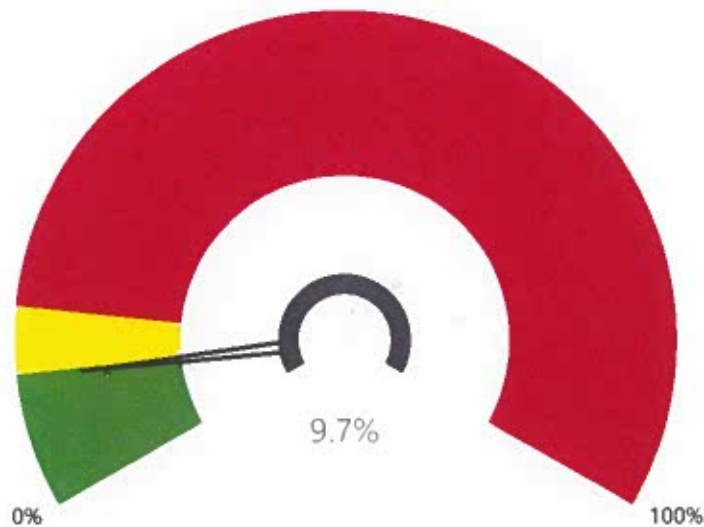
Uncollected Taxes

2022-23 Results: **Low Risk 9.7 %**

What does it mean? The Municipality is managing tax revenue collection.

Calculation:
$$\frac{\text{Total cumulative uncollected taxes}}{\text{Total taxes billed in current fiscal year}} = 9.7\%$$

- Risk Thresholds:
- Low: Less than 10%
 - Moderate: 10% to 15%
 - High: Greater than 15%



Structure (Management) FCI Indicator - Municipal Management Dimension

Operating Reserve

2022-23 Results: **Low Risk 61.2 %**

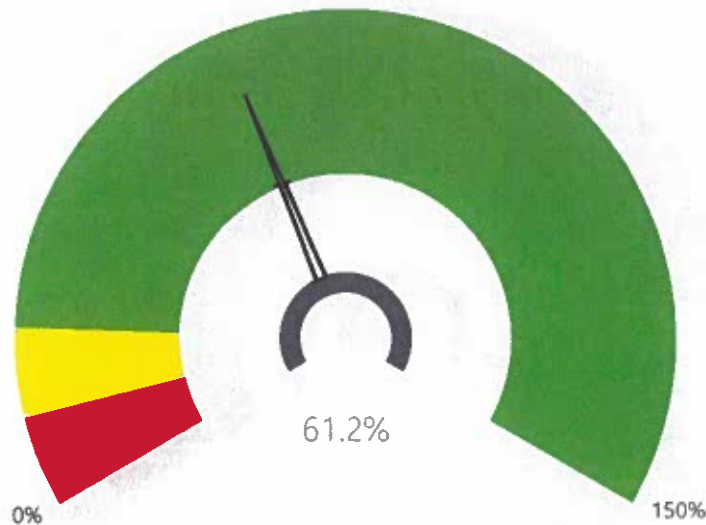
What does it mean? The Municipality is setting aside sufficient funds to help mitigate any unforeseen risks or future needs.

This indicator provides the value of funds set aside for planned future needs, to smooth expenses, or for unexpected expenses.

Calculation:

$$\frac{\text{Total operating reserve fund balance}}{\text{Total operating expenditures}} = 61.2\%$$

- Risk Thresholds:
- Low: Greater than 20%
 - Moderate: 10% to 20%
 - High: Less than 10%



Structure (Management) FCI Indicator - Municipal Management Dimension

Debt Service

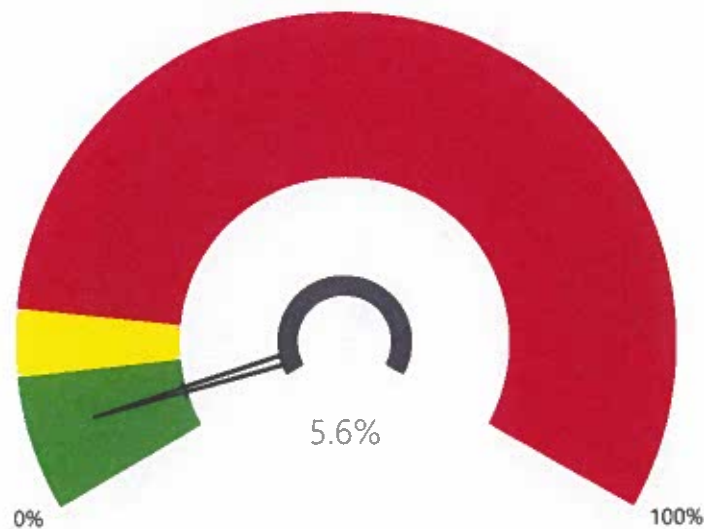
2022-23 Results: **Low Risk 5.6 %**

5.6% of own source revenue is spent on principal and interest payments.

What does it mean? With adequate cash flow, the Municipality may have the flexibility to increase borrowing levels to help finance future capital expenditures.

Calculation:
$$\frac{\text{Principal and interest paid on long-term debt}}{\text{Total own source operating revenue}} = 5.6\%$$

- Risk Thresholds:
- Low: Less than 10%
 - Moderate: 10% to 15%
 - High: Greater than 15%



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Structure (Management) FCI Indicator - Municipal Management Dimension

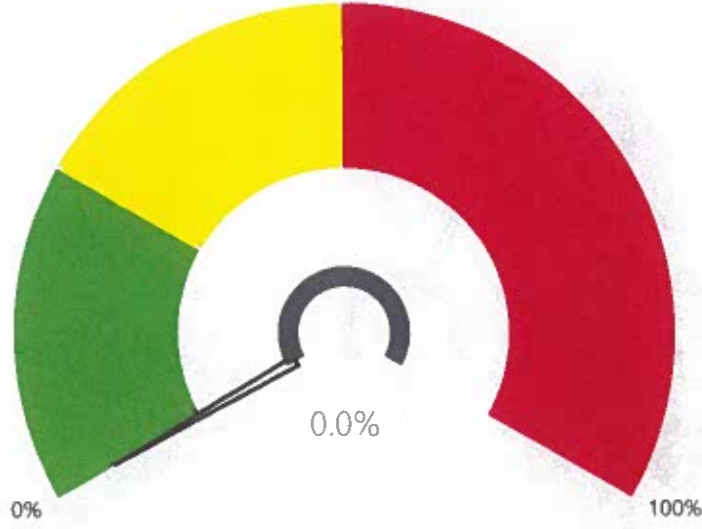
Outstanding Operating Debt

2022-23 Results: **Low Risk 0.0 %**

What does it mean? The Municipality is not carrying any operating debt.

Calculation:
$$\frac{\text{Total outstanding operating debt}}{\text{Total own source operating revenue}} = 0.0\%$$

- Risk Thresholds:
- Low: Less than 25%
 - Moderate: 25% to 50%
 - High: Greater than 50%



Structure (Management) FCI Indicator - Municipal Management Dimension

Undepreciated Assets

2022-23 Results: **Moderate Risk 39.9 %**

What does it mean? This indicator estimates that the Municipality's capital assets have 39.9 % of their useful life remaining

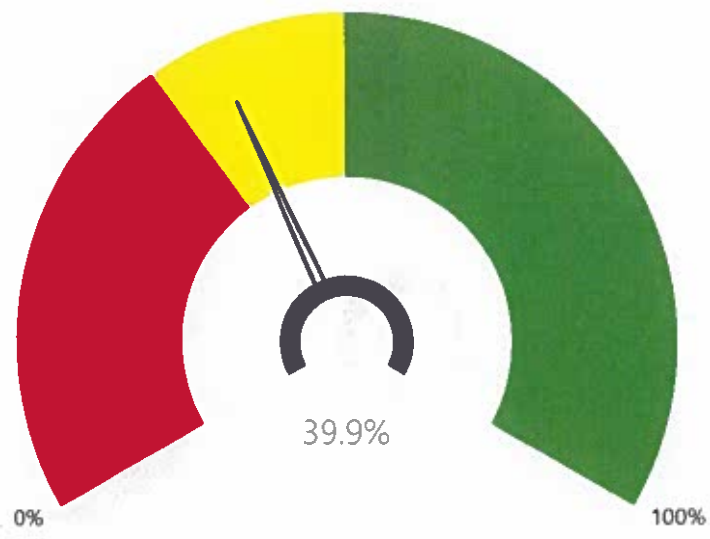
Municipalities across Canada are facing sufficient infrastructure challenges. This indicates that the Municipality may be experiencing an infrastructure challenge similar to other municipalities.

While this indicator provides an estimate of the useful life left in the Municipality/Town's recorded capital assets, it does not necessarily indicate the condition of those assets. For instance, some older assets could still be in good working condition, while the opposite could also be true.

Calculation:

$$\frac{\text{Total net book value of capital assets}}{\text{Gross costs of capital assets}} = 39.9\%$$

- Risk Thresholds:
- Low: Greater than 50%
 - Moderate: 35% to 50%
 - High: Less than 35%



74)

Roof (Key Performance) FCI Indicator - Overall Assessment Dimension

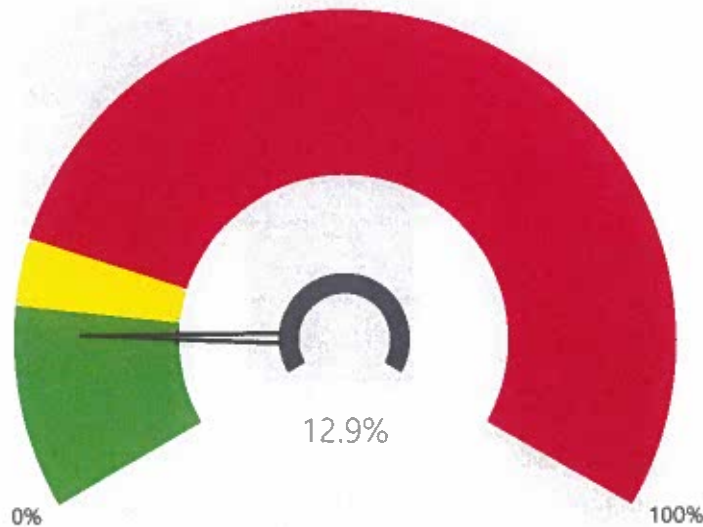
Reliance on Government Transfers

2022-23 Results: **Low Risk 12.9 %**

What does it mean? The Municipality is not dependent on another level of government to meet its service obligations.

Calculation:
$$\frac{\text{Total government transfers}}{\text{Total revenue}} = 12.9\%$$

- Risk Thresholds:
- Low: Less than 15%
 - Moderate: 15% to 20%
 - High: Greater than 20%



(75)

Roof (Key Performance) FCI Indicator - Overall Assessment Dimension

Number of Deficits in the last 5 Years

2022-23 Results: **Moderate Risk: 1 Operating deficit in the last five years**

What does it mean? Deficits are important indications of financial health. The result indicates that the Municipality is somewhat able to meet its needs in a balanced manner and maintains a balanced budget.

Calculation: Number of non-consolidated operating deficits in the last five years = 1

- Risk Thresholds:
- Low: 0 in the last five years
 - Moderate: 1 or more in the last 5 years
 - High: 1 or more in the last 2 years with one material deficit (0.5% of operating expenses)

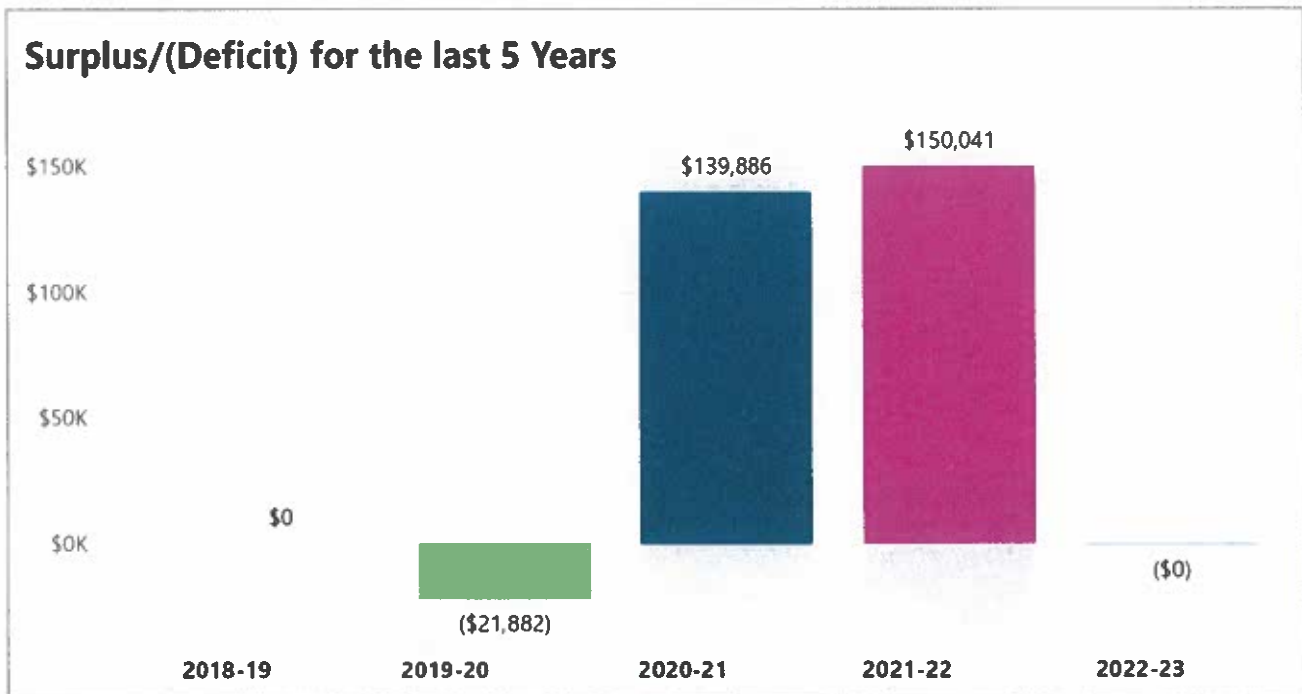


Figure 21 - Annual operating fund surplus (deficit) for the last 5 years. Source: Financial Information Return

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Roof (Key Performance) FCI Indicator - Overall Assessment Dimension

Liquidity

2022-23 Results: **Low Risk 12.8**

What does it mean? Liquidity is key to financial performance. The result indicates that the Municipality does not have a cash flow problem and is able to meet its service obligations.

Calculation:
$$\frac{\text{Total current financial assets}}{\text{Total current liabilities}} = 12.8$$

- Risk Thresholds:
- Low: Greater than 1.5
 - Moderate: 1 to 1.5
 - High: Less than 1



(77)

Roof (Key Performance) FCI Indicator - Overall Assessment Dimension

Combined Reserves

2022-23 Results: **Low Risk 66.4 %**

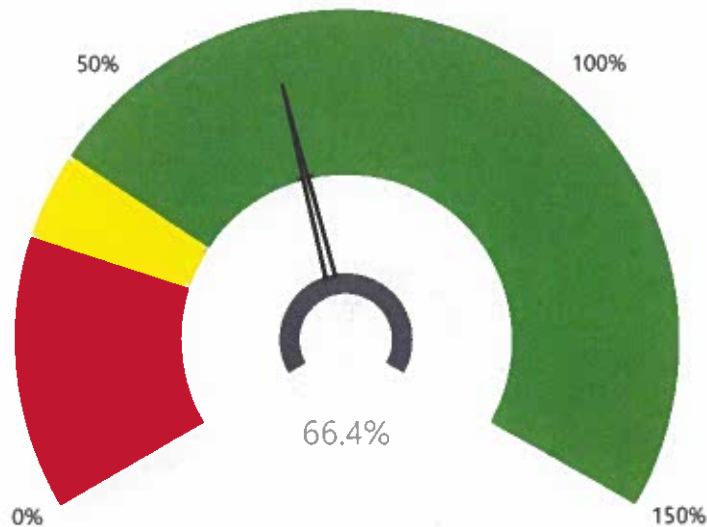
What does it mean? This result indicates that the Municipality does appear to have sufficient reserves needed to address unexpected events or provide flexibility to address future projects.

Calculation: Reserves are critical components of a municipality's long-term sustainability. This indicator shows the value of the funds held in the reserves compared to a single year's operation including amortization expenses.

Risk Thresholds:

$$\frac{\text{Total operating and capital reserves}}{\text{Total operating expenses plus amortization expense}} = 66.4\%$$

- Low: Greater than 40%
- Moderate: 30% to 40%
- High: Less than 30%



Appendix I - Additional Resources

Nova Scotia Government's Open Data Portal (data.novascotia.ca)

This portal provides access to various government data in a free, accessible, machine-readable format.

Financial datasets currently published through the Nova Scotia Government's Open Data Portal:

- Consolidated Revenues and Expenses by Municipality
- Municipal Affairs Funding Programs
- Farm Land Grant
- Financial Condition Indicators by Municipality
- Municipal Contributions to Roads
- Municipal Financial Capacity Grant
- Municipal Operating Fund- Summary of Revenue and Expenses by Municipality
- Municipal Operating Expenses by Function - 10 Year Summary
- Municipal Operating Revenue by Source - 10 Year Summary
- Municipal Property Tax Rates
- Nova Scotia Power Grant-in-Lieu
- Uniform Assessment

Appendix II - Municipal Website

The municipal website is lockeport.ns.ca

A municipality's website can be a helpful resource to access various financial information. Currently, most municipal websites provide:

- Audited Financial Statements
- Approved Operating Budget
- Quarterly Municipal Councilor and CAO Expense Report
- Quarterly Municipal Hospitality Expense Report

Contact Municipal Affairs

For more information, for support in action plan development, or to obtain a guide on action plan development: municipalfinance@novascotia.ca

Association of Municipal Administrators, Nova Scotia
Request for Qualifications, Investigator

Appendix C - Qualification Criteria



Burchell MacDougall LLP

710 Prince Street
PO Box 1128
Truro, NS B2N 5H1

Phone: 902-895-1561

Fax: 902-895-7709

Email: cthompson@burchellmacdougall.com

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APPENDIX A – SUBMISSION FORM

1. Proponent Information

Please fill out the following form, naming one person to be the Proponent's contact for the RFQ process and for any clarifications or communication that might be necessary.	
Full Legal Name of Proponent:	Burchell MacDougall LLP
Any Other Relevant Name under which Proponent Carries on Business:	
Street Address:	710 Prince Street
City, Province/State:	Truro, NS
Postal Code:	B2N 5H1
Phone Number:	902-895-1561
Fax Number:	902-895-7709
Company Website (if any):	www.burchellmacdougall.com
Proponent Contact Name and Title:	Charles A. Thompson, Partner
Proponent Contact Phone:	902-896-7543
Proponent Contact Fax:	902-895-7709
Proponent Contact Email:	cthompson@burchellmacdougall.com

2. Acknowledgment of Non-binding Procurement Process

The Proponent acknowledges that the RFQ process will be governed by the terms and conditions of the RFQ, and that, among other things, such terms and conditions confirm that this procurement process does not constitute a formal, legally binding bidding process (and for greater certainty, does not give rise to a Contract A bidding process contract), and that no legal relationship or obligation regarding the procurement of any good or service will be created between AMANS and the Proponent.

3. Ability to Provide Deliverables

The Proponent has carefully examined the RFQ documents and has a clear and comprehensive knowledge of the Deliverables required. The Proponent represents and warrants its ability to provide the Deliverables in accordance with the requirements of the RFQ for the rates set out in the completed Pricing Form (Appendix B).

4. Non-binding Pricing

The Proponent has submitted its pricing in accordance with the instructions in the RFQ and in the Pricing Form (Appendix B). The Proponent confirms that the pricing information provided is accurate. The Proponent acknowledges that any inaccurate, misleading, or incomplete information, including withdrawn or altered pricing, could adversely impact the Proponent's Qualification and its eligibility for future work.

5. Addenda

The Proponent is deemed to have read and taken into account all addenda issued by AMANS prior to the Deadline for Issuing Addenda. The Proponent is requested to confirm that it has received all addenda by listing the addenda numbers, or if no addenda were issued by writing the word "None", on the following line:

Addenda 1, 2, 3, 4 and 5

If this section is not completed, the Proponent will be deemed to have received all posted addenda.

6. No Prohibited Conduct

The Proponent declares that it has not engaged in any conduct prohibited by this RFQ.

7. Conflict of Interest

The Proponent has reviewed the definition of the term "Conflict of Interest" in section 3.4.1 of the RFQ. If the box below is left blank, the Proponent will be deemed to declare that (a) there was no Conflict of Interest in preparing its Response; and (b) there is no foreseeable Conflict of Interest in performing the contractual obligations contemplated in the RFQ, subject to the secondary selection process described in Part II, Section 2.3.1.

Otherwise, if the statement below applies, check the box.


- The Proponent declares that there is an actual or potential Conflict of Interest relating to the preparation of its Response, and/or the Proponent foresees an actual or potential Conflict of Interest in performing the contractual obligations contemplated in the RFQ, notwithstanding the ability to rectify potential Conflicts of Interest during the secondary selection process described in Part II, Section 2.3.1.

If the Proponent declares an actual or potential Conflict of Interest by marking the box above, the Proponent must set out below details of the actual or potential Conflict of Interest:

Proponents should disclose the names and all pertinent details of all individuals (employees, advisers, or individuals acting in any other capacity) who (a) participated in the preparation of the Response; AND (b) were employees of AMANS within twelve (12) months prior to the Submission Deadline:

8. Disclosure of Information

The Proponent consents to the collection, use and disclosure of information as contemplated under the RFQ. The Proponent hereby agrees that any information provided in this Response, even if it is identified as confidential, may be disclosed in accordance with any disclosure requirements imposed by law or by order of a court or tribunal. The Proponent acknowledges that AMANS may make public the name of any and all Proponents and intends to publish the name of the successful Proponent and the Rates collected as part of this process.



Signature of Witness

Erin Adams

Name of Witness



Signature of Proponent Representative

Charles A. Thompson

Name of Proponent Representative

Partner

Title of Proponent Representative

January 16, 2025

Date

I have the authority to bind the proponent.

APPENDIX B – PRICING FORM

1. Instructions on How to Complete Pricing Form

- (a) Rates must be provided in Canadian funds, inclusive of all applicable duties and taxes except for HST, which should be itemized separately.
- (b) Rates quoted by the Proponent must be all-inclusive and must include all labour and material costs, all travel and carriage costs, all insurance costs, all costs of delivery, all costs of installation and set-up, including any pre-delivery inspection charges, and all other overhead, including any fees or other charges required by law.

2. Pricing Form: Informational Rates

Set-Up Fee: One-time fee, if any, charged to an Entity by a Proponent at the start of an agreement for services which covers any costs the Proponent may incur to on-board the Entity as a client.

Closing Fee: One-time fee, if any, charged to an entity by a Proponent at the end of an agreement for services which covers any costs the Proponent may incur to end the relationship and return any confidential information.

Annual Administration Fee: Cost, if any, for the Proponent to administer the receiving of complaints and other routine obligations of the Code of Conduct not performed by the principal investigator. Proponent may include an Hourly Rate which would apply to administrative support for the investigator.

Investigation: Hourly cost of the principal investigator. Include both an Hourly Rate and Per Diem rate.

Report Writing: Hourly Rate to write a report.

Informational Rates

Description of Work	Hourly Rate	Per Diem	Lump Sum
Set-up Fee	-	-	\$25
Closing Fee	-	-	nil
Annual Administration Fee	nil	-	nil
Investigation	\$275	\$1,500	-
Report writing	\$275	\$1,500	n/a

These Rates may be published as part of the list publication.

The Qualification Criteria set out on pages 19 and 20 of the Request for Qualifications are addressed below.

C.1 Qualifications

(a) a brief description of the Proponent

The Proponent, Charles Thompson, has been a practicing lawyer for almost 30 years. He graduated from Dalhousie Law School in 1994 and then articulated and worked in private practice in Yellowknife, Northwest Territories until 2004. While in the North he was counsel for a number of municipalities, including the City of Iqaluit, the capital of Nunavut, from 1999 to 2004. He was also Deputy Law Clerk for the Legislative Assembly of the Northwest Territories for several years, which involved reviewing proposed legislation for the NWT and providing comments and advice on that legislation to Members of the Legislative Assembly in Committees and in the House.

Charles moved back to his home province of Nova Scotia in 2004 and joined Burchell MacDougall. He became a partner in the firm in 2006, and was one of the Managing Partners of the firm for several years.

Since his return to Nova Scotia, Charles' practice has focused on municipal law, administrative law, and labour and employment.

Charles has been the Town Solicitor for Truro for the past 7 years, and before that was the Deputy Solicitor for Truro for 15 years. He has also been the solicitor for the Town of Stewiacke since 2004 and solicitor for the Town of Wolfville since 2020. In addition, he has provided legal services to a number of other municipalities.

In addition to the above, Charles was counsel to the Province of Nova Scotia in relation to a review of the *Municipal Government Act* in 2016 and 2017. He has also been engaged by a number of other municipalities and related organizations, including the drafting and reviewing model municipal by-laws and policies for the Association of Municipal Administrators of Nova Scotia and providing a seminar on by-law drafting for AMANS.

(b) a description of the types of services the Proponent has previously delivered and/or is currently delivering, with an emphasis on experience relevant to the Deliverables

As set out above, Charles is the solicitor for the Towns of Truro, Stewiacke and Wolfville, and provides a broad range of legal services to those municipalities on an ongoing basis, including labour and employment, land use planning and development, acquisition and disposal of property, interpretation and application of the *Municipal Government Act*, *Municipal Elections Act*, and other legislation that applies to Municipal Governments, assisting in drafting bylaws and bylaw enforcement through prosecution and other avenues, procurement and related contract issues .

Another significant client of Mr. Thompson is Dairy Farmers of Nova Scotia, which regulates dairy farmers and dairy production in the province. The work with DFNS involves many legal issues, but the most relevant to the RFQ are helping ensure that DFNS acts in accordance with

the principles of procedural fairness and natural justice in its treatment of dairy producers, including in cancelling milk production licenses for non-compliance with regulatory standards, imposing financial and other penalties on producers for failing to comply with milk quality standards or other regulatory standards, conducting hearing with producers in a procedurally fair manner, and representing DFNS in appeals of its decisions to an appeals tribunal.

Specifically with respect to the Deliverables set out in the RFQ, Mr. Thompson has conducted and assisted his municipal clients in conducting investigations of employees who have been the subject of complaints under municipal harassment policies or codes of conduct for employees. These complaints and investigations have included bullying, harassment, and sexual harassment.

In recent months, Charles has worked with and assisted his municipal clients in reviewing the amendments to the *Municipal Government Act* and new Code of Conduct for Municipal Officials, including the adoption, interpretation, and implementation of the Code of Conduct.

Charles has also worked with non-municipal clients with investigations into code of conduct complaints against employees, including complaints of harassment, financial irregularities, and dishonesty.

(c) The roles and responsibilities of the Proponent and any of its agents, employees and sub-contractors who will be involved in providing the Deliverables, together with the identity of those who will be performing those roles and their relevant respective expertise

Charles Thompson will be responsible for providing the Deliverables described in the RFQ. He will be assisted by his administrative assistant who will help with administrative tasks including intake and opening of files for new complaints and closing files at the conclusion of investigations, preparing and sending correspondence, arranging meetings and calls for interviews during investigations, checking for conflicts of interest for all new complaints received, and typing, editing, and formatting reports. In addition, in some cases Charles may request the assistance of one of Burchell MacDougall’s article clerks to conduct research or otherwise assist in an investigation where it is appropriate and cost effective to do so.

There will be no charge for the work of Charles’ administrative assistant. Charles would not involve an article clerk in an investigation without first discussing it with the client and obtaining approval to do so. Time spent by an article clerk would be billed at the rate of \$75 per hour.

(d) knowledge, skills and expertise in the following areas:

(i) Investigation and investigative techniques

Charles has developed experience and skills in investigations and investigative techniques through his work with investigations into complaints under municipal codes of conduct and harassment policies for municipal and non-municipal clients as described above, including developing investigation plans; determining relevant witnesses; conducting interviews with complainants, individuals subject to the complaint, and witnesses; assessing whether certain conduct breaches the code of conduct or harassment policy; and preparing investigation reports.

(ii) Arbitration

Charles has participated in numerous arbitrations in a variety of circumstances, including arbitration of municipal disputes under the Nova Scotia *Commercial Arbitration Act*, construction disputes, and representing the Nova Scotia Crop and Livestock Insurance Commission in many arbitrations of crop insurance issues. In addition, he has participated in many appeals to administrative tribunals, including planning appeals to the Nova Scotia Utility and Review Board and appeals to the Natural Products Marketing Council.

(iii) Negotiation

Charles has been involved in negotiations through many aspects of his legal practice over his career, including negotiation of commercial and employment contracts, construction contracts, purchasing contracts, and agreements for consulting services. He has also represented many clients in negotiating resolutions to disputes, including settlements in civil claims, wrongful dismissals in employment situations for both employers and employees, settlements of complaints under the *Human Rights Act*, land disputes, and many more issues.

(iv) Procedural Fairness and Natural Justice

As stated above, Charles has experience in dealing with issues of procedural fairness and natural justice through his work with many of his clients, including Dairy Farmers of Nova Scotia where it is critical to ensure that producers are provided with procedural fairness and treated in accordance with the principles of natural justice in DFNS decisions regarding the cancellation of milk producer licenses and the imposition of financial and other penalties. This includes ensuring that hearings involving producers before the DFNS Board of Directors are conducted fairly and in accordance with natural justice.

He also works with municipalities to ensure the processes for appeals and hearing to Council for things such as taxi licence appeals and hearings on dangerous and unsightly premises are fair and comply with the principles of natural justice.

Through his work in conducting investigations into complaints under codes of conduct and harassment policies, as well as other employee investigations, Charles has ensured that those investigations comply with the requirements of natural justice and that individuals who are the subject of complaints, complainants, and witnesses are treated fairly.

(v) Human Resources

A significant portion of Charles' legal practice is in the area of labour and employment law. He represents employers in both union and non-union situations, including municipalities. For municipalities and other employers with unionized workforces, he represents those employers in collective agreement negotiations, interpretation and application of collective agreement provisions, employee discipline and terminations, and grievances. In the non-union context, Charles assists in developing employment contracts, employee policies, discipline and terminations, including developing and negotiating severance packages. He also represents employees in assessing, interpreting and negotiating their employment contracts, and in wrongful terminations.

(vi) Dispute Resolution

Charles has significant experience in a number of dispute resolution processes. In addition to arbitration, he has participated in many mediations, including mediations to resolve

complaints under the *Human Rights Act*, disputes regarding the provision of municipal services, and labour collective agreement conciliations. He has also participated in many settlement conferences at the Nova Scotia Supreme Court involving civil disputes and in particular employment/wrongful dismissal cases.

(e) a description of how the Proponent will provide the Deliverables, which should include a work plan indicating how the Proponent intends to structure its working relationship with Entities

Handling administration of complaints: Charles will utilize his existing file management system in providing services to municipalities and providing the Deliverables under the RFQ. Each complaint will be treated as a new file. All new complaints will first be the subject of a search for any conflicts of interest by his administrative assistant, in the same way as all new files are screened for conflicts as part of any new file opening. Charles has an existing well developed and effective system for file management, including organizing and storage of electronic and physical documents and records, organization of files, and managing timelines and deadlines.

Confidentiality: Similarly, all information related to complaints and investigations will be kept confidential. Confidentiality is critical for lawyers and law firms, and Charles and Burchell MacDougall have measures in place to ensure confidentiality, including firewalls and passwords to protect access to electronic files, signed confidentiality agreements with all employees who may have access to confidential information, and a culture and awareness of the importance of maintaining confidentiality of all client information.

Report writing: Charles anticipates that he will develop a standard format and approach to report writing, for consistency and efficiency. For the most part, he anticipates completing most of the investigative work before preparing the report summarizing his findings, conclusions and recommendations.

Managing cost: Charles is very aware of the importance of managing costs for municipalities. Costs will be kept to a minimum by using his administrative assistant wherever reasonable to manage administrative aspects of complaints and investigations, such as opening complaint files and file management, preparing and sending correspondence, typing, editing and formatting investigation reports, and other aspects of file management. Complaints and investigations will probably vary widely in scope and complexity, and therefore the work required to complete the investigation and the report will also vary, so it is doubtful that it will be feasible to provide an estimated cost per complaint on a flat rate basis. However, Charles is certainly willing to provide cost estimates to municipalities for each complaint on a case-by-case basis.

C.2 Examples demonstrating experience

Example 1

In 2024, Charles was retained by a municipality to investigate a complaint by a member of Council that another Council member had violated the municipality’s Code of Conduct that applied to municipal officials. The complaint related to comments that were made at a public Council meeting. The complainant alleged the comments were harassing, unprofessional and defamatory. The investigation involved written questions, in-person interviews and telephone interviews with the complainant, the subject of the complaint and other witnesses to determine the background and context of the comments in question, analysis of whether the

comments violated the code of conduct, and preparing a report setting out the findings, analysis, conclusion and recommendation. Charles concluded that the subject of the complaint had violated the code of conduct and recommended to Council that they be reprimanded.

Example 2

An employee of a municipality was suspected of theft of fuel from the municipality's water treatment facility. In conjunction with the municipality's human resources manager, Charles guided and participated in an investigation into whether the employee was guilty of the theft. This involved reviewing video footage of the area, interviewing witnesses, summarizing the findings, and determining whether there was sufficient evidence of theft to support disciplinary action against the employee, and imposing that discipline. The investigation produced strong evidence that the employee had committed theft on more than one occasion, and they were terminated from their employment.

Example 3

Charles also guided and participated in an investigation under the employee code of conduct of a complaint of sexual harassment against a municipal employee by two co-workers. Charles worked with the CAO in developing an investigation plan, determining relevant witnesses, assisting in developing questions for the complainants, the subject of the investigation and other witnesses. He assisted in assessing the credibility of the witnesses and determining whether the complaints were founded, and helped write the report on the investigation and advising on possible disciplinary actions for the subject of the complaint. The investigation resulted in the conclusion that the employee was guilty of sexual harassment, and they were disciplined.

C.3 Capacity

Number of clients: Charles believes he can accommodate 5 clients

Number of complaints: Charles believes he has capacity to handle up to 10 complaints that require investigation each year.

Charles is based in Truro, and can provide services anywhere in Cumberland, Colchester, Pictou, Antigonish, East Hants and Halifax Regional Municipality.

Charles can provide services in English but not French.

Shea Balish
110 Spruce Court
Three Fathom Harbour, Nova Scotia
B0J 2L0

Date: May 23rd 2025

To: Members of the Town Council, Town of Lockeport

Subject: Request to Rename the Lockeport Regional High School Gymnasium

Dear Members of the Town Council,

I am writing to respectfully request that the gymnasium at Lockeport Regional High School be renamed the 'Kent Charles Balish' Lockeport Regional High School Gymnasium.

Kent has given his life to athletics in Lockeport, including time, energy, monetary resources, and personal support. His contributions have defined the culture and success of athletics in our community, with the gym standing as its heart.

To support this request, I will personally cover all necessary costs and coordinate any necessary events / administrative duties. This includes an appropriately sized bronze plaque and a small ceremony for the community to honour the renaming and Kent's lasting impact.

Thank you for your time and consideration. Please don't hesitate to contact me for further clarification.

Sincerely,



Shea Balish
shea.balish@gmail.com
16473310949

The *Four* Committees that we need a Councillor to sit on are:

MPAL – This is Benn Himmelman’s domain and it can be any Councillor that sits on this Committee. We are responsible to make sure the Town of Lockeport’s Municipal Planning Strategy is being followed through.

Kids Fair Play Fund – Has always been the Community Coordinator but can be a Councillor. Does not meet on a regular basis, only when Adam calls a meeting for some special circumstance.

Accessibility Advisory – Councillor Hillen already sits on this Committee and brings information back to the Council.

Equity & Anti-Racism - Requires a Councillor to sit on an Advisory Board to keep Lockeport informed. The plan is being put together now. Michelle Vacon has been hired back for 8 weeks and is working on this initiative.

SHELburne COUNTY SENIOR SOCIALS

**WEDNESDAY
JULY 23**

1:30 - 3:30

SEACAPS PARK
57 HALL STREET
LOCKEPORT

**THURSDAY
AUGUST 21**

1:30 - 3:30

GUILD HALL
11 MAIDEN LANE
SHELburne

**WEDNESDAY
SEPTEMBER 17**

1:30 - 3:30

RECREATION CENTRE
12 PARK LANE
BARRINGTON

⑨

JOIN US FOR SNACKS, MUSIC & FELLOWSHIP!

Transportation available

Registration required: 1-902-903-0493



Designed to help our seniors improve their quality of life!

921

From: Megan Smith <msmith@barringtonmunicipality.com>
To: townoflockeport@ns.sympatico.ca townoflockeport@ns.sympatico.ca
<townoflockeport@ns.sympatico.ca>, Misty James <mjames@barringtonmunicipality.com>, Lisa Locke
<Lisa.Locke@municipalityofshelburne.ca>
CC: Shawna Symonds <:ssymonds@barringtonmunicipality.com>
Date: Jun 10, 2025, 11:51:40 AM
Subject: Updated Senior Socials 2025
Attachments: Senior Picnics 2025 (11 x 8.5 in).png

Thanks for your feedback. Those changes have been made.

I will share to social media soon!

Below is a recap from our meeting on May 14th, 2025

- Food – crackers, pepperoni, cheese, pickles, mini chocolate bar
- Cake from dans (Shawna/Megan will get)
- We will need coffee urns to keep coffee hot
- Plates with 3 compartments/dividers
- Each area will be responsible to find their own entertainment
- Megan will take registration
- Survey for programming on each table
- Maximum for each social is 125 ppl

If I have forgotten anything, let me know 🙏

Megan Smith

Coordinator's Assistant

Shelburne County Senior Safety and Services Society

2447 Highway 3

Barrington, NS

B0W 1E0

Phone: 1-902-903-0493

Fax: (902) 637-2075


Designed to help our seniors improve their quality of life!

From: townoflockeport@ns.sympatico.ca townoflockeport@ns.sympatico.ca
<townoflockeport@ns.sympatico.ca>

Council Status Report: May 2025
Mayor Derek Amalfa

Meetings Attended:

<i>Date</i>	<i>Committee</i>	<i>Notes</i>
May 2	Budget Discussion	
May 5	Recreation Committee	
May 6	Seacaps Park Discussion	
May 7	CBC Radio Interview	
May	Seacaps Playpark Fundraising	
May 8	Playground Design Committee	
May 9	Council Meeting	
May 9	Make Your Move Opening Ceremony	
May 12	Shelburne Co Events Committee	
May 14	Municipal Restructuring Training (DMA)	
May 16	Council Meeting	
May 20	Heritage & Tourism Committee	
May 22	Biodiversity team of NS Department of Natural Resources - Presentation	
May 22	Roseway Manor Board	
May 23	Council	
May 26	Lockeport CRCC Check In	
May 27	RCMP Town Hall	
May 29	MYM Discussion	
May 30	Wastewater Treatment Plant Update	

May 2025 Deputy Mayor Anna Chetwynd

- May 02- BUDGET MEETING (council chambers)
- May 5- RECREATION COMMITTEE (council chambers)
- May 08- PLAYGROUND DESIGN COMMITTEE (council chambers)
- May 09- REGULAR COUNCIL (council chambers)
- May 10- SPRING INTO LOCKEPORT (LRHS)
- May 12- SEASIDE PLAYGROUND NEXT STEPS (Seaside Park site)
- May 13- CONCERNED CITIZEN (council chambers)
- May 14- RESTRUCTURE EDUCATION SESSION (MDOS)
- May 15- MAKE YOUR MOVE COMMITTEE (council chambers)
- May 16- SPECIAL COUNCIL/COMMITTEE OF THE WHOLE (council chambers)
- May 17- EMERGENCY RECREATION COMMITTEE (council chambers)
- May 20- BUDGET MEETING (council chambers- rescheduled)
- May 23- REGULAR COUNCIL (council chambers)
- May 24- LOCKEPORT ACTIVE START SOCCER U6 & U12 (Old son's soccer field)
- May 27- SENIORS BINGO (Rec center)
- May 29- MET WITH BEN H (council chambers)

Also had several calls with Leaders of Community Programs and Staff of LRHS regarding scheduling of events and future programs.

953

Meetings & Community Events C. Hillen- Councillor

May 2, 2025- Special Budget Planning Meeting (Lockeport)

May 9, 2025- Regular Council Meeting

May 14, 2025- Municipal Restructuring Presentation (MODS)

May 16, 2025- Special Council Meeting- In-Camera

- HR meeting with Town Clerk, Mayor and Community
Coordinator

May 20, 2025- Heritage & Tourism Committee (Lockeport)

May 20, 2025- Town Budget meeting

May 21, 2025 - Meeting at Beach Centre with Contractor & Public Works
Supervisor re: Accessibility ramp

May 22, 2025- Roseway Manor Board Meeting (MODS)

May 23, 2025- Regular Council Meeting

May 27, 2025- Assisted with DM Chetwynd in facilitating Seniors Bingo
Accessibility Advisory Committee (Lockeport)

RCMP Town Hall Community Meeting

May 29, 2025- Meeting with C. McIntosh DNR re- Beach work permit-cancelled by DNR

Other

Several hours spent of drafting and finalizing employee and community related documents and notices.

Town of Lockeport Heritage and Tourism Advisory Committee

Tuesday May 20, 2025

Lockeport Crescent Beach Centre at 6PM

Present: Craig Hillen, Jeff Wood, Becky Williams, George Benham, Susan Sommer, Rudy Sommer, Tim Rhyno, Derek Amalfa, Mary Meagher, Emily Swim

Regrets: Connie Lamm

Call to Order at 6:02pm

Approval of Previous Minutes – Minutes from April 15, 2025 meeting

Recognition and Appreciation for Local Businesses within Lockeport and area

Nominations were required for the month of June and July for the 'Love Lockeport' recognition award. It was discussed that the nominations should focus on accommodations in the area and local events that will be taking place throughout the summer months. The following businesses and events have been nominated for June - September:

June - Seaside Cottages at Ginger Hill; Lockeport & Area July 1st Committee

July - Lockeport Campground & Cottages; Harmony Bazaar

August - Lockeport Sea Derby; Lockeport Inn

September - Tamarack Shores; Lock, Stock & Barrel General Store

Jeff Wood made a motion to accept the nominations for the months of June to September; Derek Amalfa seconded. All in favor.

Emily will add these to the working list of businesses to keep track of which businesses/events have been recognized.

New drop box/ section on Town Website dedicated to Lockeport Heritage & Tourism Committee

This is still ongoing and Jeff should hear back from this grant the following week.

Development of Public survey and community engagement workshop for residents, businesses and visitors

Since Connie Lamm has taken the lead with this item and was unable to attend the meeting this evening, this item will be held over until the next meeting.

Lockeport and Area Tourist Site Attractions

Jeff Wood brought up the possibility of placing a large Canada Flag on Carter's Lighthouse. George Benham mentioned that the lighthouses are Federal Property. Jeff is interested in looking into this with the province as well as the Coast Guard.

The painting of the two bell buoys will be reassessed in 2026 due to the current budget issues and members availability of time to complete the project.

Accessibility

Craig reported no new updates, but reported that the drawings of the proposed accessibility ramp for Crescent Beach were shared with South Shore Construction. Tim Rhyno said that it would probably take 12 yards of concrete if a ramp was to be placed at the end of the boardwalk section, instead of at the current stairs, since this location is town property as well.

It was reported that the Sustainability Grant (~\$20,000) must be used by the fall (October). Tim Rhyno offered to donate his time to help with any of the work needed.

Vacant member seats

The Committee consists of 10 voting members and we currently have two vacant seats. The July 1st Committee and Recreation Committee are both looking for new volunteers as well to join them. Derek Amalfa offered to make a google form for people to fill out that are interested in becoming a volunteer for any of the various committees or events within the town.

Canada Day Presentation by Emily Swim

Emily did a presentation about the current schedule that is planned for the Canada Day Celebrations and spoke about the lack of volunteers that the committee is currently working with. The committee is currently looking for support to help with some of the events that are scheduled for the celebrations. Derek Amalfa has offered to help with the flag raising and the opening ceremony on Canada Day and Craig Hillen offered to help out with finding a security company for the Street Dance event as well as being a judge for the Grand Street Parade.

Emily spoke about the annual celebrations brochure that gets mailed out through the county and outlying areas and the concerns around ordering the brochures in the midst of another potential Canada Post strike. There was discussion about other possible ways to advertise if any issues arise with the potential strike and there were suggestions to get the brochures in with the flyer bags that go out weekly as well as getting ads on the radio.

Lockeport Heritage & Tourism Committee Facebook page

Jeff Wood will add Craig Hillen as an administrator on the Facebook page.

Roods Head Park

There was lots of discussion around Roods Head Parks, its current condition and what the future looks like for the park. Becky Williams talked about the work that has been done there in the past and how the land was donated to the town. Emily Swim mentioned that the Salty Swabber House Cleaning (Layla Chase) had offered to have a park clean up and BBQ on Saturday, May 31st from 10am to 12:30pm that was discussed at the last Make Your Move committee meeting. Derek Amalfa has offered to follow up with Layla to discuss when this event could take place.

Jeff Wood made a motion that the Town of Lockeport Council should explore the original deed for Roods Head Park to find out what can be done to it in the short term and the long term. Tim Rhyno seconded the motion. All in favor.

Jeff Wood made a motion that the Heritage and Tourism Committee could be the group to oversee what happens at Roods Head Park and offer recommendations to Council. Tim Rhyno seconded. All in favor.

Jeff Wood made a motion that in the interim, a volunteer based group lead by the Heritage and Tourism Committee, could be utilized to make Roods Head Park more presentable and accessible based on what is allowed as per the original deed. Time Rhyno seconded. All in favor.

Emily Swim made a motion that based on what is allowed as per the original deed, the Heritage and Tourism Committee will approach the Province of Nova Scotia to suggest Roods Head Park as a designated Provincial Day Use Park. Jeff Wood seconded. All in favor.

Unightly Premises

Becky Williams brought up the topic of derelict properties within the Town of Lockeport and raised the question as to what could be to remedy this. It was discussed that the main property of concern is the old Whiteway home on Hall Street because the power is currently still on at the property and poses a fire risk.

Becky Williams made a motion that the Heritage and Tourism Committee will identify and compile a list of unsightly and dangerous property within the Town of Lockeport that will be provided to Town Council to deal with. Jeff Wood seconded. All in favor.

Next Meeting will be on Tuesday, June 17th, 2025 at 6:00pm at Lockeport Recreation Centre, 26 Spruce Street, Lockeport, N.S.

Adjournment

The following are motions and recommendations made by the Lockeport Heritage & Tourism Committee on May 20, 2025. Its is requested that Council is presented with these motions for review, discussion and determination.

Background

The Lockeport Heritage & Tourism Committee had a fulsome discussion regarding the Towns intention for Rood Head. This property at some point was privately owned and deeded through agreement with the Town of Lockeport for public use. Currently, it is unknown who the property owners or heirs are and what is specified in the leased agreement.

The site from certain vantage points affords spectacular views of Crescent Beach, Gull Rock and other coastal scenery.

Presently the property is in a state of disrepair and would require funds to maintain it and bring it up to decent and safe park standards. The Town receives little if any revenue from the use of this park to offset maintenance costs.

Motion # 1

The Heritage & Tourism Committee has passed a motion requesting that the Town of Lockeport locate and review the original deed between the (of unknown family Grantee) and the Town of Lockeport for the municipal use of Roods Head Park. Further, what long-term and short-term use for the property is included in the document.

Motion # 2

That the Heritage & Tourism Committee be recognized by Council to oversee what happens at Rood Heads Park and provide recommendations to Council for future consideration.

Motion # 3

That the Heritage & Tourism Committee establish a community volunteer working group to work on upgrading the park and making it presentable and accessible for use (removing dead trees, brushing and undergrowth, trail repair). Dependent on what is in the leased agreement there would be support by the HTC to explore the full acquisition and governance of this property by the Government (Provincial or Federal)

Unightly and Dangerous Properties

Background

The Lockeport Heritage and Tourism committee is comprised of members who are residents and business owners who shared concern regarding Unightly and Dangerous properties throughout Town. When left unchecked it reflects poorly on the visual aesthetics of the Town giving an impression (visitors and residents alike) of a community that is run-down, depressed and unsightly.

Motion # 4

The Lockeport Heritage and Tourism committee is recommending that they compile a list of Unightly and Dangerous properties that will be provided to the Town of Lockeport Council for action.

Councillor Chetwynd

Monthly meetings report

May 2nd - budget meeting

May 9th - regular council meeting

May 10th - Spring into Lockeport

May 15th - went over consolidation / amalgamation training with deputy mayor Chetwynd.

May 16th - emergency council meeting

May 17th - emergency Rec meeting

May 23rd - budget meeting

May 23rd - regular council meeting

May 24th - community soccer

May 30th - July 1st committee meeting.

?

KC

Councillor Candace Malik

May Report 2025

2nd - Budget meeting - regrets

2nd - Canada Day meeting - regrets

9th - Council meeting

9th - Spring into Lockeport Event, helped Mayor Amalfa on stage with music and activities

14th - Municipal Restructuring Meeting with TOL, TOS & MOS

14th - Canada Day meeting

15th - MYML meeting - regrets

16th - Special Council meeting

20th - Budget meeting - regrets

23rd - Budget meeting

23rd - Council meeting

27th - SAC meeting - postponed to June 4th

30th - Beach Centre meeting re: Indigenous Day

30th - Canada Day meeting



(104)
1690 Hollis Street
PO Box 7
Halifax, NS B3J 2L6

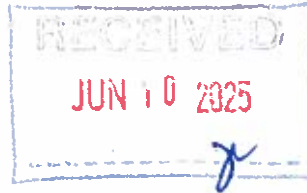
Phone: 902 424-4030
Email: Hayley.crichton@novascotia.ca

Public Safety and Security Division

Hayley Crichton, Executive Director of Public Safety and Security Division

May 30, 2025

Ms. June Harding
Town Clerk/Treasurer
Town of Lockeport
P. O. Box 189
26 North Street
Lockeport, NS B0T 1L0



Dear Ms. Harding,


In consultation with the Royal Canadian Mounted Police, we have established the budget for RCMP services provided under the Provincial Police Services Agreement for the period April 1, 2025 to March 31, 2026.

Based on your level of service the costs allocated to your municipality will be \$228,183 for 2025/26 as compared to \$213,911 in 2024/25. Your service level has been adjusted for any approved service requests made during the past year that were implemented on or before April 1, 2025. This amount does not include any adjustments that may be requested by your municipality subsequent to April 1, 2025.

The allocated cost to your municipality for the 2025/26 fiscal year represents a 6.67% increase over the 2024/25 cost for the same complement of officers.

If you have any questions regarding this amount, or wish any point of clarification, please contact Kai Qin, Strategic Advisor (Policing Contract) at kai.qin@novascotia.ca.

Sincerely,



Hayley Crichton, Executive Director
Public Safety and Security Division

1053

From: Hon. Jim Karygiannis - GTA Strategies <jim.gtastrategies.com@60929.clients.bmsend.com>
To: townoflockeport@ns.sympatico.ca
Date: Jun 4, 2025, 11:31:43 AM
Subject: First Ministers Conference



Hon. Jim Karygiannis
GTA Strategies

Dear Friend,

We are writing to share the outcomes of the recent First Ministers' Meeting held in Saskatoon, Saskatchewan, marking the first such meeting in the province in over 40 years. The discussions focused on strengthening Canada's economy, addressing national challenges, and advancing shared priorities.

Key highlights include:

1. **Wildfire Response:** First Ministers expressed concern over wildfires affecting provinces and Indigenous communities, pledging continued support.
2. **Economic Growth:** Discussions centered on removing trade barriers, accelerating major projects, and implementing the "One Canadian Economy" legislation to enhance Canada's competitiveness.
3. **Project Assessment Reforms:** Commitments were made to streamline project approvals, adopt a "one project, one review" approach, and ensure federal decisions are rendered within two years.
4. **Infrastructure Development:** Nation-building projects, including clean energy systems, pipelines, and Arctic infrastructure, were prioritized to drive productivity, energy security, and economic growth, with Indigenous equity and participation emphasized.
5. **Trade Relations:** Efforts to remove unjustified U.S. tariffs, improve trade with China, and diversify market access for Canadian exporters were discussed.
6. **Safe Communities:** First Ministers committed to bail and sentencing reforms, addressing delays in the justice system, and dismantling the illicit drug trade.
7. **Labour Mobility:** Progress was made on mutual recognition agreements and credential recognition to facilitate the movement of goods, services, and workers.

The meeting underscored the importance of collaboration to address national priorities and build a resilient, united Canada. First Ministers agreed to meet regularly to drive action on shared goals.

We hope you are interested in this update, or would like to discuss other ways we can help your business & or your organization grow, please do not hesitate to reach out. You can reach us by email at info@gtastrategies.com or by phone at (888) 241 9948 ext 1. We look forward to hearing from you in the near future.

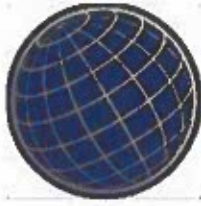
If this message does not pertain to you please pass it along to a client and or a friend which might need assistance and can benefit from it.

Thank you,

Hon. Jim Karygiannis
jim@gtastrategies.com

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May 22, 2025

VIA EMAIL

To: AMANS & CAOs

Re: Update on our path forward with GSAR

Over the last month, I know all of you share our deepest thanks and heartfelt gratitude for the role Ground Search and Rescue (GSAR) teams have provided to first responders in a number of investigations, in particular, significant searches in Guysborough, at Eden Lake and Lansdowne Station.

GSAR teams across Nova Scotia are a valued and integral part of the integrated emergency response system. Historically, GSAR teams have supported police in locating lost and missing persons, but in today's climate, and given GSAR's specialized training and experience, opportunities may exist for them to support other emergency response activities, such as wellness checks, evacuations, and more. We know that some GSAR teams are already doing this work.

As we stand up our new department, we are interested in engaging with GSAR teams to better understand the evolving role they play in Emergency Management. The Department will work closely with the Department of Justice to support and strengthen GSARs across Nova Scotia. This work brings an opportunity to open the conversation with municipalities that also provide funding support to GSAR Teams. I propose that we add this item to the CAOs table that has been assembled to work with DEM on a number of important emergency management initiatives. Clarity around funding, reporting and other supports will be the focus of the discussion. We feel this work aligns well with the activities being undertaken as a new department including creating a Regional Operations and Infrastructure Branch, establishing Regional Emergency Operations Centres (REOCs) and hiring a position dedicated liaison to Fire and GSAR.

To that end, I want to share that Tracy Crowell has been brought on as a consultant with the Department of Emergency Management to assist with this effort. She will be reaching out to GSAR teams in the coming weeks to arrange listening sessions to discuss tools, training and hear other observations and advice. Tracy will also be happy to have conversations with CAOs who have advice and guidance to share. We will work with AMANS and the CAOs Table to coordinate this effort.

Looking forward to productive discussions.

Sandra McKenzie

Regards,

Sandra McKenzie
Deputy Minister of Emergency Management

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**Nova Scotia Solid Waste
Resource Management
Regional Chairs**

March 25, 2025

The Honourable Tim Halman
Minister of Environment and Climate Change
Government of Nova Scotia
P.O. Box 442
Halifax, NS B3J 2P8

REGION 1 CBRM:
Steven MacNeil
REGION 1 Rural:
TBA

RE: Small Businesses in the Extended Producer Responsibility Program for Packaging, Paper Products, and Packaging-like Products

Dear Minister Halman,

REGION 2a:
Neil DeCoff
REGION 2b:
Robert Parker

I am writing to you on behalf of the Nova Scotia Solid Waste Resource Management Regional Chairs Committee to express our concern regarding the implementation of the Extended Producer Responsibility (EPR) program for Packaging, Paper Products, and Packaging-like Products (PPP). While we recognize the benefits and the anticipated financial relief for municipalities from this program, we have identified significant issues that require immediate attention to ensure the program's success and inclusiveness.

REGION 3:
Paul Weatherby

Our primary concern is that the planned system by Circular Materials will strand the recyclables generated by small businesses, not-for-profits, and community facilities, which are currently collected in limited quantities at curbside. Circular Materials is requiring that recyclables from non-eligible sources be fully separated from regulated materials throughout the system, from curbside collection to final processing. This separation requirement imposes substantial operational and financial burdens on municipalities and facilities and was not clearly communicated during the consultation process, leading to widespread concern and uncertainty.

REGION 4:
Nancy Hartling

We believe that the current approach of stranding recyclables from small businesses and other non-residential sources from the EPR program will create operational inefficiencies that will force a duplication of services, increased costs and contradict the principles of an integrated and efficient recycling system that Nova Scotians have supported for over 25 years.

REGION 5:
Dave Corkum

To address these concerns, we respectfully request the following actions:

REGION 6:
Kacy DeLong

1. **Negotiation of Small Businesses and Non-Residential Sources:** Encourage Circular Materials to work with municipalities to ensure that small businesses, not-for-profits, and community facilities can be negotiated into the contracts with Circular Materials, at municipal expense. This will maintain the integrity of our recycling system and provide equitable access to recycling services for all Nova Scotians.
2. **Operational Flexibility:** Allow municipalities to process recyclables from all sources, including those not currently covered by Circular Materials, without the need for segregation of materials throughout the system, during curbside collection, transportation, receiving and processing. This flexibility will enable municipalities to manage recycling services efficiently and cost-effectively.

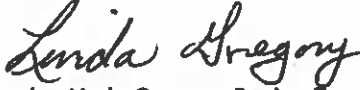
REGION 7:
Linda Gregory
Chair



Additionally, we would request a meeting between the Regional Chairs' Executive and yourself to discuss these concerns in detail and explore potential solutions. We believe that an open dialogue will help address these challenges.

We appreciate your leadership on environmental sustainability and urge you to consider these recommendations to create a more inclusive and effective EPR program. We look forward to your response and are happy to coordinate with your office to arrange a meeting at your earliest convenience.

Sincerely,



Warden Linda Gregory, Region 7

Chair of Nova Scotia Solid Waste-Resource Management Regional Chairs Committee

c.c. *The Honourable John Lohr, Minister of Municipal Affairs*
Stacy Breau, Divert NS
Nova Scotia Solid Waste-Resource Regional Chairs Committee



**Environment and Climate Change
Office of the Minister**

PO Box 442, Halifax, Nova Scotia, Canada B3J 2P8 • Telephone 902-424-3736 • novascotia.ca

File No: PNS- 53779-D5N7H2

May 20, 2025

Linda Gregory
Warden, Region 7
Chair of Regional Chairs Committee
NSRegionalChairs@gmail.com

Dear Warden Gregory:

Thank you for your letter dated March 25, 2025, on behalf of the Nova Scotia Solid Waste Resource Management Regional Chairs. I appreciate you taking the time to share your concerns regarding the collection of recyclables under the Extended Producer Responsibility program for packaging, paper products, and packaging-like products (EPR for PPP).

I want to acknowledge the effort and commitment you and your colleagues have shown in this transition to the EPR for PPP program which will improve recycling efforts and grow the circular economies. I encourage you to continue engaging in open and constructive dialogue with Divert NS and Circular Materials as you work toward a resolution. I've been informed that the Priorities Committee will be discussing this issue further, and my staff will be available to support those conversations.

If you would like to discuss this matter further, please don't hesitate to reach out to Matt Seaboyer, Director of the Resource Management Unit, at matt.seaboyer@novascotia.ca.

Sincerely,



Honourable Timothy Halman, MLA
Minister of Environment and Climate Change

c: Matt Seaboyer, Director of Air Quality and Resource Management, Environment and Climate Change

(111)

Region 6 Solid Waste-Resource Management

PO Box 639 / 45 School St Suite
304
Mahone Bay, NS B0J 2E0



Phone: 902-624-1339
E-mail:
Christine.McClare@Region6SWM.ca

The Honourable Tim Halman
Minister of Environment and Climate Change
PO Box 442
Halifax NS B3J 2P8
Via E-mail to: Minister.Environment@novascotia.ca

May 27, 2025

Re: Region 6 Concerns Extended Producer Responsibility Program for Packaging, Paper Products and Packaging Like Products and Small Industrial, Commercial, and Institutional (ICI) collection and processing

Dear Minister Halman:

I write this on behalf of the Region 6 Solid Waste Management Committee which includes the 12 municipal units of the South Shore and West Hants areas (Municipalities of Chester, Lunenburg, Shelburne and Barrington, the Towns of Lunenburg, Mahone Bay, Bridgewater, Shelburne, Lockeport, and Clark's Harbour, and the Region of Queens and West Hants Regional Municipality). The Region provides solid waste management services to 50,831 households and small businesses and has a population of 92,298.

We wish to express our collective concern regarding the implementation of the Extended Producers Responsibility (EPR) Program for Packaging, Paper Products, and Packaging-like Products (PPP). While we are pleased that EPR for PPP is being implemented whereby municipalities will be relieved of the burden to pay for the management of residential PPP, we have significant concerns that require immediate attention to ensure the program's success and inclusiveness. These concerns have been expressed to the Regional Chairs committee which subsequently sent a letter (dated March 25, 2025) to your office, expressing the same concerns from all municipalities in the province.

Throughout the consultation process of adopting EPR for PPP, we have always maintained that it is necessary for producers to continue to provide the same level of service to which our residents have become accustomed and which municipalities have been providing.

Historically, municipalities have included collection (of similar volume and like-materials) to a variety of small businesses, community centres, faith-based organizations, small farms, firehalls, and non-profit organizations. As collection to these sectors was not available or not cost effective in many rural areas, municipalities took it upon themselves to provide service to these small Industrial, Commercial and Institutional (ICI) businesses along with the residential municipal curbside collection. In Region 6, we estimate there are 1347 small ICI stops (of 50,831 or 2.62% of serviced units) that receive collection currently.

Region 6 Solid Waste Management Committee includes:
Municipalities of Chester, Lunenburg, Shelburne and Barrington
Towns of Lunenburg, Mahone Bay, Bridgewater, Shelburne, Lockeport and Clark's Harbour
Regions of Queens and West Hants Regional Municipality

Region 6 Solid Waste-Resource Management

PO Box 639 / 45 School St Suite
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Mahone Bay, NS B0J 2E0



Phone: 902-624-1339
E-mail:
Christine.McClare@Region6SWM.ca

Negotiations have been underway between municipalities and Circular Materials (CM) to contract for collection of regulated materials. While collection and processing of non-residential materials is not eligible under the program, CM agreed to work with those municipalities that wished to continue small ICI service. Our stated wish is to work with CM to find a mutually agreeable solution provided all related costs would be compensated by municipalities. Recently CM has unilaterally taken the position that co-mingling of eligible and non-eligible materials will be prohibited in the new program.

Not providing collection to small ICI is a reduction in the current level of service and will result in increased costs for municipalities to continue the service or increase cost to the small ICI sectors, should the municipalities not be able to continue the service. Multiple collection vehicles would be required to provide the service creating a duplication of service, decreased efficiency, and would contribute to greater climate changing emissions being produced. Processing facilities also need to receive materials from all sources to prevent ICI materials being stranded without a processing facility to receive nor being permitted to be sent to landfill.

While we recognize the need for to harmonize regulations across Canada, NS is different – we have historical regulations that ban or essentially make it illegal to dispose of recyclables in the landfill. Other jurisdictions do not have this level of protection. As such, our system needs to be treated differently. Our position stems not just from the need to meet regulations and control costs, but from the need to provide services our residents can continue to rely on to protect our shared environment.

We respectfully request that NSECC, as the regulator, support municipalities and their small businesses by encouraging CM to work with municipalities to continue the necessary services currently provided by municipalities for collection and processing to small ICI. Financial and administrative responsibility will be assumed by municipalities and methods to quantify non-eligible materials arranged to ensure producers are not managing non-eligible materials.

We appreciate your leadership on sustainability and look forward to a response.

Sincerely;

A handwritten signature in blue ink that reads "Kacy DeLong".

Kacy DeLong
Chair of Region 6 Solid Waste Management Committee

Cc: Nova Scotia Solid Waste- Resource Management Regional Chairs Committee
The Honorable John Lohr, Minister of Municipal Affairs

Region 6 Solid Waste Management Committee includes:
Municipalities of Chester, Lunenburg, Shelburne and Barrington
Towns of Lunenburg, Mahone Bay, Bridgewater, Shelburne, Lockeport and Clark's Harbour
Regions of Queens and West Hants Regional Municipality