



**TOWN OF LOCKPORT
COUNCIL MEETING
FRIDAY, JUNE 27, 2025 AT 10:00 A.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 27, 2025, meeting as presented/with the following additions/deletions

5. Approval of Minutes of June 13, 2025, Regular Council Meeting

Staff Suggested Motion: That Council approve June 13, 2025, meeting Minutes as circulated.

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.
- Each resident is to state their name and where they live
- The resident is to speak directly to the Council.
- There will be no interaction by Council at this time.
- If questions are posed by residents the question will be recorded to be researched.

8. Presentations

Climate Resilient Coastal Communities – Matt Delorme

9. Department Reports

- Public Works Department Report (Page 1)
- Administration Report (Page 2-3)

10. Finance

- List of invoices already paid in the amount of \$95,734.98 (Page 4-5)
- Investigator Proposal from MC Advisory (Page 6-35)
- Playpark tender

11. Other Business

- Press release for C & D site (Page 36-37)
- Harmony Bazaar street closure (Page 38)

Staff Suggested Motion: That Council approve the street closure on Friday July 25, 2025, Hall Street from Spruce to Beech Street to be closed to vehicular traffic from 5:00 p.m. to 10:00 p.m. and on Saturday July 26, 2025, Hall Street from Spruce to Beech Street to be closed to vehicular traffic from 1:00 p.m. to 10:00 p.m.

12. Committee Reports

- Recreation Committee – (Mayor Derek Amalfa, Deputy Mayor Anna Chetwynd) (Page 39-47)
- Canada Day Committee (Councillor Malik, Councillor K. Chetwynd) (Page 48-57)

13. Correspondence

14. Information Only

- Letter from Eleanor Roulston, Warden East Hants to the Honourable Dave Ritcey, Minister of Department of Communities, Culture, Tourism and Heritage regarding Library funding. (Page 58-59)

15. Date of next meeting

- Friday July 11, 2025, at 10:00 a.m.

16. “In Camera”

17. Adjournment

Regular Council Meeting 06272025.adg.



PUBLIC WORKS DEPARTMENT REPORT – JUNE 2025

- SHANTYS – PUT BRACES WHERE NEEDED ON COUNTERTOPS, REPAIRED HINDGES ON SUPPORT ARMS (FOR NOW), PAINTED ALL SHANTY COUNTERTOPS, TOOK OLD REFRIDGERATOR AWAY AND REPLACED WITH DONATED ONE.
- GATHERED SOME OF FRAN’S BELONGINGS AND DELIVERED THEM TO HER
- MOWED PROPERTY TO SEE AROUND CORNER OF HALL STREET
- COLD PATCH – GOT 56 MORE BAGS
- WHIPPER SNIPPED BUSHES ALONG THE BACK HARBOUR SIDE OF THE BOARDWALK
- PUT PLANTERS OUT
- HAD STREET DUG UP TO REPAIR LATERAL END ELBOW OF PIPE ON BEECH STREET AT LOCKEPORT LANDING
- MOWED BOTH SIDES OF LOCKE STREET AND HWY #3
- JULY 1ST
 - PENNENT FLAGS UP ON POLES AROUND TOWN
 - BANNER UP ON SOCCER FIELD
 - GREASE POLE TO SOUTH GOVERNMENT WHARF
- MEET WITH DAVE TRUDEL AT SEWER PLANT IN REGARD TO UV SYSTEM, TOOK WATER SAMPLES FOR EFFLUENT DISCHARGE REMEDY

**ADMINISTRATION REPORT
COUNCIL MEETING
JUNE 27, 2025**

BUILDING PERMITS ISSUED 2025/2026 FISCAL YEAR

There has been a total of Two (3) building permits issued for the 2025/2026 fiscal year.

TAX COLLECTIONS

As of June 23, 2025, taxes are as follows:

2022 & prior = 38,263.21

2023 = \$ 23,878.19

2024 = 58,050.28

2025 = \$138,332.29

Total taxes are \$258,523.97.

Outstanding Sub-Lease account

I have heard no more regarding this account. The total owed on this sub-leased account is \$24,137.82 plus \$17,745.29 interest.

The total outstanding taxes on the gear shed accounts is \$2,967.68 plus \$2189.26 interest on four Gear Sheds. The same person owns three of the four gear sheds.

Mayors/Wardens/CAO's Meeting

I attended this meeting virtually. The topic of conversation was the announcement of the closure of the C&D Site in West Green Harbour. The Warden and Deputy Warden of the Municipality of the District of Barrington were very vocal in expressing their disappointment in the fact that the neighbouring Municipal Units were not involved in discussions before this happened. This decision will have an impact on the Municipality of the District of Barrington and the region of Queens disposal sites.

Canada Summer Jobs and MYM

The Town of Lockeport has hired three more summer students. Gabriel Buchanan will be the second Canada Summer Jobs employee and Olivia Swansburg and Grace Anderson will be funded by the Make Your Move initiative. They all start work on June 30 and will begin their days at Crescent Beach Centre.

Wastewater Treatment Plant Upgrades Project

The engineer on this project visited Lockeport last week to take water samples. He is hopeful that we will be permitted to direct the outfall into the ocean in back of the sewer plant as we were hoping, instead of routing it all the way up John Street as it originally was.

Play Park

A Committee has been formed to determine what the new Play Park will look like. The campaign for raising money to help with the cost of the replacement is going very well.

Medical Centre

The new front steps at the Medical Centre are finished and look great. Mike Balish has done an outstanding job with everything he has done for us.

Boardwalk

Mike Balish is now strengthening the boardwalk at all joints to prevent the sections from lifting during high water events.

Crescent Beach Centre

The Beach Centre opened on June 1st, 2025, and they have had a steady stream of visitors. Grace Garren is working out exceptionally well in her role there.

Vacation

I will be on vacation from July 3 to July 14, 2025. I will be back in the office on July 15, 2025.

Respectfully Submitted by:

June Harding-Town Clerk/Treasurer
Town of Lockeport

(43)

LIST ON INVOICES ALREADY PAID TO BE PRESENTED AT THE		
JUNE 27, 2025 MEETING		
AYER, MARY	CLOWN FOR JULY 1ST	150.00
BELL ALIANT	FIRE DEPT	68.85
BELL MOBILITY	STREETS, REC., GEN. GOV'T	276.98
BENHAM, EDWIN	INDIGNEOUS DAY CELEBRATIONS	250.00
BURLIN NICKERSON TREE SERVICE	REMOVAL OF TREES ON HWY #3	2,508.00
CASSIBO, JILL REIMBURSEMENT	SR. BINGO PRIZES, CLEANING PRODUCTS	95.54
FISHER, EDWARD	MERIMAC - ENTERTAINMENT FOR JULY 1ST, REMAINING BALANCE	4,020.00
LESTER SWANSBURG ELECRTC	ELECTRICAL REPAIRS TO BOARDWALK	159.60
MARK WILLIAMS EXCAVATING	REPAIR TO SEWER LINE, BEECH STREET	1,282.50
MERSEY BAND	ENTERTAINMENT FOR JULY 1ST	550.00
MUNICIPALITY OF THE DISTRICT OF SHELBURNE	1ST QUARTER SHARED SERVICES BILLING	41,478.68
NICKERSON, CORY	POSTAGE FOR MAILING FLYER, PRINTING FLYERS, TROPHYS, VIDEO STREET DANCE, MINI FIREWORKS DISPLAY, CARNIVAL BANNER, CAR PARADE MAGNETS, RAFFLE SIGNS	5,924.85
NICKERSON, JANETTE	INDIGNEOUS DAY CELEBRATIONS	250.00
ON TOWN AUTO	REAR MAIN LEAF SPRING	1,276.80
ON TOWN AUTO SERVICE	NSI (NATIONAL SECURITY INSPECORATE) FOR VEHICLE 134 - FIRE DEPARTMENT	33.23
PAYROLL	MAY 31 - JUNE 13	18,756.73
PETTY CASH/JUNE HARDING	FLOAT FOR JULY 1ST	550.00
REGION OF QUEENS	TIPPING FEES	4,083.89
RICHARDSON, WENDY	BALLOON LADY FOR JULY 1ST	310.00
ROACHE, DALE	HONORARIUM FOR CLEANING BALLFIELD JUNE 7 - 20	60.00

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Town of Lockeport, Nova Scotia

Investigator Proposal



MC|ADVISORY

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EXECUTIVE SUMMARY

MC Advisory is pleased to submit this proposal to the Town of Lockeport (the "Town") for subject matter experts with experience conducting investigations and writing investigation reports. We understand the Government of Nova Scotia recently introduced a new Code of Conduct for Municipal Officials and that the Town aims to create a list of pre-qualified proponents who have the capacity to perform investigations should the need arise.

MC Advisory is a boutique advisory firm based in Atlantic Canada, with experts who bring a wealth of local and global experience to their clients. MC Advisory is well positioned to assist the Town with their investigation needs. Our proposed project team has extensive experience with Workplace Investigations across all sectors, including the municipal operating environment. We believe that our team will distinguish itself from others because of our unique combination of advisory, legal and operational experience.

By choosing MC Advisory for your investigation needs, you will have access to a team of senior advisors with considerable experience conducting Investigations.

Our unique differentiator is our affiliation with McInnes Cooper wherein we can provide you access to top Atlantic Canada Lawyers who can address any legal issues which may result from an investigation.

We thank you for the opportunity to present our advisory services. We look forward to building our relationship as a strategic partner to the Town.



Drew Barbour, Managing Director, MC Advisory

MC ADVISORY

Voted Best Consulting Firm in Atlantic Business Magazine's 2023 Readers' Choice Awards, MC Advisory is a boutique advisory firm based in Atlantic Canada, with a head office located in Halifax, Nova Scotia, with experts who bring a wealth of local and global experience to their clients. We are designed to partner with public sector, business, and human resource leaders as a trusted guide to create future-proof strategy and a road map for delivering success over the long term, while keeping a people-first approach to all that we do.



MC Advisory goes to market in three service areas:

People & Culture, aimed at organizations who seek a practical HR strategy, modernized people processes and programs, and an engaged workforce that retains and attracts the right talent;

Strategy & Transformation, working together with our clients, we focus on differentiating capabilities, building for growth, and transforming business operations; and

Transaction Advisory, we work collaboratively with our clients who are looking to buy, sell or value a business.

When beneficial to our clients, MC Advisory collaborates with McInnes Cooper, offering an integrated and seamless transition between deep and relevant advisory expertise and best-in-class legal service.

Please find more information about McInnes Cooper below.

MCINNES COOPER

McInnes Cooper has been providing strategic counsel to industry-leading clients for more than 160 years. They are one of the 25 largest business law firms in Canada and a member of Lex Mundi, the world's leading network of independent law firms. Providing strategic counsel to industry-leading clients from Canada and abroad, McInnes Cooper continues to thrive through their relentless focus on client success, talent engagement and innovation.

Their lawyers represent public service organizations across Atlantic Canada, advising on the full spectrum of legal matters, such as labour and employment, corporate law, tax and litigation. Many of their practitioners are nationally recognized in their respective areas of practice, and are ranked by *Best LawyersTM in Canada*, *Chambers Canada*, and the *Canadian Legal Expert[®] Directory*.

SERVICES PROVIDED

MC Advisory

A sample of some of the services we provide are listed below. We would be happy to discuss any of these services with your members in more detail, along with any of the other services that we may offer.

<p>Workplace Assessments / Investigations</p>	<p>Alternate Dispute Resolution & Workplace Restoration</p>	<p>Human Resource Management</p>
<p>Whether you require support to address workplace concerns, have received allegations such as harassment and discrimination, our team of certified professionals will help you navigate the issues and provide a path forward.</p>	<p>Our ADR and Workplace Restoration services efficiently resolve conflicts, mediate disputes, and restore relationships, creating a harmonious work environment for growth and collaboration.</p>	<p>We excel in workforce management, including labour law navigation, negotiations, and HR strategy for harmonious labor relations and alignment with your organization's values.</p>
<p>HR as a Service</p>	<p>IDEA</p>	<p>Strategic Planning</p>
<p>Our HRaaS delivers recruitment, policies, advice and training, freeing up your resources for your core business while ensuring a well-managed, compliant, and engaged workforce. It's your HR team at a fraction of the cost.</p>	<p>Our IDEA service offering focuses on inclusion, diversity, equity and accessibility through assessments, education, policy and strategy.</p>	<p>We help organizations plan for success by defining objectives, analyzing markets, and creating a strategic roadmap for informed decisions and efficient resource allocation.</p>
<p>Executive Recruitment Services</p>	<p>Leadership Team & Executive Coaching</p>	<p>Board Governance & Organizational Strategy</p>
<p>Our Recruitment services identify, source, and onboard top talent to build a high-performing team that drives success and growth aligned with your company's goals and values.</p>	<p>Our Coaching services empower top talent through expert guidance, enhancing leadership skills and decision-making, enabling leaders to excel in today's business landscape and drive your organization to new heights.</p>	<p>We enhance leadership and success through Board Governance & Organizational Strategy. We guide boards and leadership in governance and strategic vision, fostering accountability, sustainability, and growth.</p>

McInnes Cooper

Workplace Investigation and Dispute Management and Resolution

Our lawyers advise clients respecting workplace investigations in all contexts, including harassment complaints, and the management and resolution of all variety of workplace disputes.

Human Rights

We have handled matters involving pay equity concerns, accessibility issues, legislative compliance, conflicts of interest and the full range of Human Rights issues under the *Canadian Human Rights Act*.

We also advise and assist clients with well-drafted and implemented policies and procedures about human rights, harassment and bullying. Clients can expect to receive “internal” complaints – and thus must be prepared to deal with them. We provide clients with advice and guidance in how to deal with such complaints internally, including appropriate timing, who should investigate and how, the investigation process itself, reaching a decision, determining whether and what discipline or other remedial steps are warranted, and also other appropriate steps following the conclusion of the complaint process.

When necessary, we provide clients with credible and practical legal representation. Additionally, we are able to assist clients with human rights audits, to ensure continued compliance with best practices and the law.

ROLES AND RESPONSIBILITIES

The cornerstone of our relationship with the Town is our people. Our value starts with delivering the right people on day one with the right focus on your objectives, the right knowledge to deliver value, and the right chemistry to understand your needs.

The first step in identifying our team was to understand your needs, expectations and challenges so that we may facilitate the implementation of effective solutions to support the municipalities, towns and villages with their investigation needs. We have assembled a tailored team that offers the relevant experience, credentials and approach to deliver the work to a high standard.

We propose **Tanya Tynski**, MC Advisory Practice Lead, People and Culture, serve as the **Main Contact** tasked with managing our overall relationship with the Town, and overall project management in consultation with your designated representative(s). She will ensure immediate accessibility; responsiveness to short deadlines; and consistent quality, continuity, coordination, monitoring, and support. Tanya is a certified Cultural Transformation Tools Practitioner and has conducted countless investigations. In addition, Tanya has managed multiple human rights complaints, conducted mediations and workplace assessments, providing remedial solutions. Tanya provided leadership to the early adoption of the Canadian Psychological Health and Safety Standard, implementation of a provincial Workplace Violence Committee (co-led with unions with WCB membership) and was an executive sponsor of for the EXTRA program through the Canadian Foundation for Healthcare Improvement.

Sally Ripley, MC Advisory Senior Advisor, will support this Project to provide investigation services to the Town. As a Certified Workplace Investigator, a Registered Social Worker, and with a Certificate in Workplace Restoration, Sally has a broad range of experience and expertise in addressing workplace conflict and misconduct. She has worked in the private and non-profit sectors with extensive experience in the public sector in senior level HR and Labour Relations positions, specifically in unionized environments, and provided leadership to senior management on addressing and resolving workplace matters. Through her work at MC Advisory, she works directly with several municipal clients to provide direct HR advice and support. Sally has over seven years of experience in conducting investigations and workplace assessments, including a range of matters of misconduct, including allegations of breaches of confidentiality, theft and harassment. Sally has extensive experience in preparing comprehensive investigation and workplace assessment reports for clients. Sally's experience as a social worker informs her approach to investigations as she ensures a trauma-informed approach to her practice. Sally has specialized interview training and maintains a transparent and consistent approach to investigation matters.

Jacqueline Hartigan, MC Advisory, Senior Advisor, Jacqueline's labour and employment work has focused on Indigenous clients, and as a member of Miawpukek First Nation, she offers a valuable perspective for investigations. Jacqueline has worked with clients across Nova Scotia and beyond both in the public and private sectors. As a lawyer, Jacqueline assisted clients with policy review, risk management and dispute resolution, using these tools to foster resilient and effective organizations. By leveraging her legal background, Jacqueline helps organizations

implement strategies that ensure compliance and overall operational effectiveness. Jacqueline has conducted many workplace investigations throughout her career.

Heather Stamp, MC Advisory Senior Advisor, is a trusted professional in alternate dispute resolution. Heather's conflict resolution, mediation, conflict coaching, and workplace restoration expertise is a great fit to support the facilitation and delivery of mediation services. With over two decades of experience in providing ADR services, Heather has become a highly skilled professional in mediation, conflict coaching, and workplace investigation and restorations engagements. Her extensive expertise spans public, private, non-profit, and Atlantic Canadian municipal sectors, enabling her to adapt her strategies to diverse environments. As a mediator, she excels at fostering effective communication and reaching mutually acceptable agreements. In conflict coaching, Heather provides tailored guidance and support to resolve interpersonal issues. Her objective workplace investigations are known for their fairness and clarity. Additionally, Heather is engaged with the regional and national Alternate Dispute Resolution bodies as a Director on the board of the ADR Atlantic Institute.

Rollie King, MC Advisory Senior Advisor, is a subject matter expert on organizational culture and as the former Associate Deputy Minister within the Nova Scotia public service, he understands well the intricacies and complex nature of public sector at all levels of government. He has over 20 years' experience performing investigations, workplace assessments and mediation in the areas of Education, Health, Public Service, and Municipalities spanning harassment complaints, bullying, sexual assault, etc.

Jennifer Singh Jenkins, McInnes Cooper Lawyer, focuses her practice on labour and employment, human rights, occupational health and safety, and workplace investigations and mediation.

Megan Thompson, McInnes Cooper Lawyer, focuses her practice on labour and employment, human rights, occupational health and safety. Her experience includes addressing issues related to employment standards, human rights, terminations and labour relations matters.

Nakita Sampson, McInnes Cooper Lawyer, practices in the areas of Aboriginal law, labour and employment, and corporate law. Her Aboriginal law practice involves creating and amending policies to improve governance and streamline processes to reflect the unique needs and priorities of First Nation clients.

Kiersten Amos, McInnes Cooper Lawyer, is Counsel in McInnes Cooper's Labour & Employment and Pension & Benefits groups. Kiersten represents clients before the Courts, Tribunals, Labour Boards, and at Arbitrations

Stephanie Cormier, MC Advisory Advisor, will be available to assist the team with project management, document control and quality control ensuring deliverables are held to the highest standards.

Full team biographies to follow.



Tanya Tynski

MC Advisory Senior Advisor, Practice Lead, People & Culture
tanya.tynski@mcadvisory.com

Tanya, an initial member of the MCA team, has rapidly expanded the People and Culture practice, leveraging her reputation for service excellence and her comprehensive knowledge in all facets of human resources. With over 30 years of executive leadership in the public sector, Tanya brings a wealth of experience in organizational strategy, design, and workforce optimization.

As a highly capable change agent, Tanya is known for her ability to translate organizational strategy into actionable plans that drive efficiency and results. Her forward-thinking approach, combined with a deep understanding of operational realities, has earned her respect as a leader who can both design and operationalize complex organizational frameworks. Tanya is dedicated to building strong, trust-based relationships through transparency and engagement, key to driving sustainable change.

Having overseen human resources for a workforce of over 7,000 employees, she has provided strategic direction on organizational structure, process optimization, workload measurement, and staffing models. Her hands-on experience with large-scale organizational reviews includes identifying inefficiencies, restructuring teams, and developing staffing models that align with strategic priorities.

Tanya is a certified cultural transformation tools practitioner from the Barrett's Institute and has been supporting both public and private clients across Atlantic Canada advance their culture strategies.

SERVICE AREA OF EXPERTISE

- Workplace Investigations and Assessments
- IDEA (Inclusion, Diversity, Equity and Accessibility)
- HR Strategy and Planning

QUALIFICATIONS

- Master of Leadership, Royal Roads University
- Bachelor of Arts, Cape Breton University
- Graduate Certificate, Values-Based Leadership, Royal Roads University
- Cultural Transformation Tools Practitioner
- Certified Workplace Investigator
- Certified Chartered Professional in Human Resources
- Certificate, Total Quality and Productivity Management, Dalhousie



Sally Ripley

MC Advisory Senior Advisor, People & Culture

sally.ripley@mcadvisory.com

Sally brings a unique professional background to MC Advisory with her combined experience as an HR professional and social worker. Sally has worked extensively in the public, private and not for profit sectors in Prince Edward Island. Highlights include Labour Relations Consultant for the Province of PEI, HR Manager and Employee Wellness and Safety Manager with Health PEI. Certified as Workplace Investigator and in Workplace Restoration, Sally has conducted investigations and workplace assessments for over seven years and prior to that, investigations as a frontline Social Worker. She has dealt with complex investigation matters involving misconduct, including various breaches, theft and harassment and discrimination. Much of her investigation experience was in multi-union environments with a broad range of professions and settings.

In her HR and LR capacities, Sally worked directly with leadership teams, employees and stakeholders to proactively address workplace matters and support teams in fostering a healthy and respectful workplace culture. Sally works with a variety of municipal clients across Atlantic Canada to provide direct HR support, including labour relations advice, grievance management and performance management guidance.

As an HR professional, Sally demonstrates a high degree of integrity and responsibility in her work and with the clients and teams she supports. Leaning on her social work skills, Sally brings a trauma-informed and client-directed approach to her practice which helps to build relationships and trust and allow individuals to determine their path.

SERVICE AREA OF EXPERTISE

- Labour Relations and Human Resources
- HR as a Service
- Employee Wellness & Safety

QUALIFICATIONS

- Bachelor of Business Administration, University of Prince Edward Island
- Certificate in Public Administration, University of Prince Edward Island
- Registered Social Worker (RSW), Prince Edward Island
- Bachelor of Social Work, Dalhousie University
- Certified Workplace Investigator
- Certificate in Workplace Restoration



Jacqueline Hartigan

Senior Advisor, People & Culture

j.hartigan@mcadvisory.com

Jackie has a foundation in labour and employment law, where she practiced as a lawyer advising clients on a variety of employment-related issues such as wrongful terminations, employment agreements, restrictive covenants and human rights matters. With a particular focus on Indigenous clients, Jackie is skilled at navigating the unique considerations that influence employment issue in Indigenous communities. As a proud member of Miawpukek First Nation, Jackie blends her legal knowledge with a culturally informed perspective, ensuring her clients receive effective solutions that resonate with their needs and values.

In her role as a Senior Advisor with MC Advisory, Jackie leverages her legal background with her knowledge of human resources to provide comprehensive support to organizations. Her work emphasizes policy development, helping clients implement robust workplace policies that address critical issues such as employee relations, harassment prevention and performance management. By fostering a proactive approach to challenges in the workplace, Jackie empowers organizations to create inclusive and respectful environments.

Before entering private practice, Jackie completed her articling at the Nova Scotia Court of Appeal under Justice David P.S. Farrar. Jackie also served as Junior Commission Counsel for the Joint Federal/Provincial Commission into the April 2020 Nova Scotia Mass Casualty (the Mass Casualty Commission), gaining invaluable experience in addressing complex legal and social issues.

Residing in Tantallon, Nova Scotia, Jackie enjoys hiking with her two dogs, riding her horse and coaching riding lessons.

SERVICE AREAS OF EXPERTISE

- Labour Relations And Human Resources
- HR as a Service
- HR Strategy & Workforce Planning

QUALIFICATIONS

- Juris Doctor, Schulich School of Law at Dalhousie University (2020)
- B.A. (Psychology), Saint Mary's University (2016)



Heather Stamp

MC Advisory Senior Advisor, People and Culture

heather.stampnunes@mcadvisory.com

With over two decades of progressive HR and organizational development experience, Heather is well-respected for her ability in partnering with boards, leaders, and team members to untangle complex people challenges. She is a trusted advisor to C-level decision makers across private and public organizations of all sizes and industries. Heather has over two decades of experience with a specific focus on board governance and organizational strategy, mediation, conflict resolution and workplace restoration, leadership and team development, executive coaching, and group facilitation. Heather is best known for being able to identify and diagnose an organization's root people and culture issues and determine the best plan for intervention. An experienced facilitator, Heather has led innovative leadership development initiatives that have proven to strengthen organizational cultures while driving sustainable growth. She is a catalyst of change recognized for successfully initiating and overseeing major transformations, developing high-performing teams and leaders, and providing clarity amidst chaos for multiple stakeholders across complex organizations.

Heather is an instructor in the Marine Studies Master's Program in the School of Ocean Technology at Memorial University's Fisheries and Marine Institute, as well as a frequent instructor in the Centre for Higher Education Research and Development Program at the University of Manitoba. She is a business graduate of St. Francis Xavier University, holds a M.Ed from Memorial University, a Masters of Executive Coaching from Royal Roads University and the ICD.D designation from the Institute of Corporate Directors at the University of Toronto.

Heather currently serves on the boards of CAA, MusicNL, SJSEL, and the ADR Atlantic Institute.

SERVICE AREAS OF EXPERTISE

- Board Governance & Organizational Strategy
- Alternative Dispute Resolution & Workplace Restoration
- Leadership Team & Executive Coaching

QUALIFICATIONS

- International Corporate Director (ICD.D) with Institute of Corporate Directors
- Certified Executive Coach (Royal Roads University)
- Conflict Management Executive Coach (Cinergy)
- Master of Education (Post-Secondary), Memorial University
- Bachelor of Business Administration, St. Francis Xavier University



Roland (Rollie) King

MC Advisory Senior Advisor, People and Culture

rollie.king@mcadvisory.com

With an extensive background in senior leadership positions in the health, public education and public service sectors, Rollie offers a well-rounded perspective on all human resource and labour relations matters, including collective bargaining, employee engagement, performance management, organizational development and other people and culture considerations.

Prior to joining MCA, Rollie was the Associate Deputy Minister of Labour Relations in Nova Scotia, with the responsibility of managing the operations of the Public Service Commission (PSC) in Nova Scotia. He also had responsibility for the overall coordination of public sector labour relations for the province of Nova Scotia. He regularly collaborated with all stakeholders, including union leaders, employers and government departments, when providing advice.

Before transitioning into a leadership role within the health care sector, Rollie was a teacher and administrator at the school board level. As Executive Director, Human Resource Services with the Halifax Regional School Board he had responsibility for all aspects of HR services.

SERVICE AREA OF EXPERTISE

- HR strategy & workforce planning
- Labour relations
- HR program design & development

QUALIFICATIONS

- Master of Business Administration, Saint Mary's University
- Bachelor of Education, Dalhousie University
- Bachelor of Science, Dalhousie University
- Personnel Administration Course, Department of National Defense, Canadian Forces Base Borden, School of Administration



Jennifer Singh Jenkins

Lawyer, McInnes Cooper

jennifer.singh@mcinnescooper.com

Jennifer's practice is focused in the areas of labour and employment, human rights and occupational health and safety. She represents employers across a range of sectors with respect to general employment matters, workplace safety, best practices, policy development, employment contracts, terminations, workplace investigations and compliance with legislation. In an increasingly digital world, Jennifer has gained experience advising companies with completely or partially remote workforces, advising on effective employee management strategies. She has appeared before the Nova Scotia Supreme Court, the Nova Scotia Labour Board, the Nova Scotia Court of Appeal, the Nova Scotia Utility and Review Board and small claims court.

Prior to joining McInnes Cooper, Jennifer's practice encompassed both employer and employee representation. This experience provides her with a holistic view of the problems faced by employers, informing practical advice that considers the whole picture.

SERVICE AREAS OF EXPERTISE

- Workplace Investigations
- Labour & Employment
- Human Rights
- Occupational Health & Safety

EDUCATION

- J.D., University of New Brunswick (2017)
- B.A. (Cum Laude), Mount Allison University (2014)



Megan Thompson

Lawyer, McInnes Cooper

megan.thompson@mcinnescooper.com

Megan represents employers with respect to a wide range of labour and employment matters. Her experience includes addressing issues related to employment standards, human rights, terminations and labour relations matters. Megan also supports in the drafting of workplace policies and employment contracts.

Megan's practice extends to immigration law. She supports businesses and individuals with Canadian immigration issues.

During her law degree, Megan was a member of the winning team of the Mathews Dinsdale National Labour Arbitration Competition held at the Ontario Labour Relations Board. She also received a number of academic awards, including the Schulich Scholarship and the G.O. Forsyth Essay Prize.

Prior to attending law school, Megan assisted a non-profit organization to evaluate its newly introduced leadership and human resources development program and provided insights on its implementation and change management initiatives.

Megan is a member of the Nova Scotia Barristers' Society and the Canadian Bar Association.

SERVICE AREAS OF EXPERTISE

- Labour & Employment
- Human Rights
- Occupational Health & Safety

EDUCATION

- J.D., Schulich School of Law at Dalhousie University (2020)
- B.B.A. (Hons.), St. Francis Xavier University (2017)



Nakita Samson

Lawyer, McInnes Cooper

nakita.samson@mcinnescooper.com

Nakita practices in the areas of Aboriginal law, labour and employment, and corporate law. Her Aboriginal law practice involves creating and amending policies to improve governance and streamline processes to reflect the unique needs and priorities of First Nation clients. Nakita's corporate experience includes guiding local businesses, in collaboration with tax experts, through corporate reorganizations, as well as providing general advice.

In the area of labour and employment, Nakita advises clients with respect to a range of issues, including employment rights, terminations, workplace investigations and workforce planning. She also has experience providing advice on real estate and estate planning matters.

Nakita takes a personalized approach to the practice of law. She strives to protect her clients' interests in any matter, taking the time to listen, provide updates and seek feedback.

SERVICE AREAS OF EXPERTISE

- Aboriginal and Indigenous Law
- Corporate and Business
- Labour and Employment

EDUCATION

- J.D., Université de Moncton (2018)
- B.Sc. (Hons., Biology), Université de Moncton (2015)



Kiersten Amos

Lawyer, McInnes Cooper

kiersten.amos@mcinnescooper.com

Kiersten Amos is Counsel in McInnes Cooper's Labour & Employment and Pension & Benefits groups. Kiersten represents clients before the Courts, Tribunals, Labour Boards, and at Arbitrations, as well as acting as the Chief Negotiator in Collective Bargaining. Kiersten provides strategic advice to clients on a wide range of issues including human resources matters, human rights, employment standards / labour standards, privacy, workers compensation, wrongful dismissal, workplace investigations, employment agreements, employment policies, labour relations, grievances, collective bargaining, and pension and employee benefits. Kiersten also advises pension and benefit plans on such matters as governance, trustee obligations, regulatory requirements and obligations, and plan amendments.

Kiersten started her legal career with McInnes Cooper, and recently returned to McInnes Cooper from a role as General Counsel for a large healthcare employer with operations in Atlantic Canada and Ontario. In addition to practicing law, her inhouse role included business responsibility for the Human Resources, Labour Relations and Occupational Health and Safety teams. This experience gives Kiersten a deep appreciation and great insight into the practical needs of clients when providing strategic legal counsel and advice on managing legal risk.

Kiersten is currently a member of the International Foundation of Employee Benefit Plans and instructor for the Advanced Trust Management Systems (ATMS™) program. She is also a member of the Canadian Bar Association.

SERVICE AREAS OF EXPERTISE

- Labour and Employment
- Pensions and Benefits

EDUCATION

- LL.B., University of New Brunswick (2008)
- BSN, Acadia University (1998)
- B.Sc. (Psychology), Acadia University (1996)



Stephanie Cormier

Advisor, People & Culture

stephanie.cormier@mcadvisory.com

Stephanie is a seasoned advisor with extensive experience in Government, Financial Services, and Insurance. Known for her meticulous attention to detail and unwavering focus on client satisfaction, she has a strong reputation for delivering exceptional results in reporting and client relations.

Stephanie leverages her expertise to support public and private sector clients across Atlantic Canada. Through her recruitment experience, she excels in coordinating logistics and preparing high-quality documentation that meets the unique needs of each client. Her blend of strategic insight and hands-on execution ensures that clients receive top-tier service every step of the way.

Stephanie's technical acumen is underscored by her achievements representing Team New Brunswick in the Skills Canada - IT – Software Solutions for Business category where she earned provincial silver and gold medals, as well as a national bronze medal, reflecting her problem-solving skills and competitive drive.

With her diverse experience and results-driven mindset, Stephanie adds significant value to every project she undertakes.

Service Areas of Expertise

- Recruitment
- HR Advisory
- Research and Analysis

Qualifications

- Office Administration Executive – New Brunswick Community College

KNOWLEDGE, SKILLS AND EXPERTISE

Together, your proposed team brings decades of experience in conducting investigations across diverse sectors, including public, private, and not-for-profit organizations. They are highly skilled in handling a wide range of misconduct allegations, from harassment and breaches of conduct to theft. Their experience and combined credentials including CPHR, Cultural Transformation Tools Practitioner, Registered Social Worker, Certified Workplace Investigator, Certificate in Workplace Restoration, and various McInnes Cooper Lawyers focusing in the areas of Labour and Employment, Municipal Law, Human Rights, Aboriginal and Indigenous law, Pension and Benefits and Occupational Health and Safety. Across the team, we ensure our investigation practices are aligned with the most recent best practices to ensure transparency and fairness in our approach. We are trained interviewing approaches, including trauma-informed interviews, and adept in digital evidence collection and utilizing data analytics to identify patterns and trends regarding the investigation.

Our team of six Advisors and four Lawyers has extensive knowledge and understanding of the government and municipal operating environment and associated challenges. Three advisors previously worked in the public sector in senior leadership roles and now serve a variety of municipalities across Atlantic Canada in conducting investigation and in providing human resources support and leadership coaching. Our lawyers have practiced extensively with clients in the public sector, at both the municipal and provincial level. Through the varied and depth of experience of our team, beyond investigations, we have experience in conducting arbitration matters and negotiations. We have represented municipal clients and other public sector clients in these settings. Further to this, we can also provide dispute resolution support through workplace restoration, mediation, alternative dispute resolution, conflict management and coaching for restoration and resolution purposes on matters.

With the extensive training, education, and experience of our team, we ensure that our investigations are firmly based on the principles of procedural fairness and natural justice. To uphold these principles, we guarantee that our assigned investigators are impartial and independent of any case they handle. Throughout the investigation, we ensure that all relevant parties have the opportunity to present their case, respond to allegations, and are given adequate notice to do so. We maintain a consistent approach to ensure transparency and accountability, conducting investigations efficiently and in a timely manner to preserve evidence and minimize the impact on all parties involved. Finally, our investigation reports offer a thorough analysis of the findings, with decisions supported by well-reasoned rationale.

We appreciate the importance of timely witness recall and are sensitive to bringing closure for all parties involved. Keeping this in mind, and with multiple advisors certified in best practice approaches, we can ensure that your deliverables and timelines are met across our team. We guarantee investigations are conducted discreetly, timely, objectively, and are trauma informed.

As seasoned human resource professionals alongside our legal support through McInnes Cooper, our team is well positioned to advise on all things HR. Our track record reflects a progressive approach to policy development, encompassing areas such as respectful workplace policies,

harassment policies, diversity and inclusion policies, and other foundational HR frameworks across various sectors. Our advisors have assumed a comprehensive role, overseeing human rights complaints, conducting workplace assessments and investigations, and fostering overall workplace engagement and culture.

WORKPLAN

Approach:

MC Advisory and McInnes Cooper possess extensive familiarity with the implications of new or revised legislation on Nova Scotia and we are confident that our team's wealth of experience and expertise positions us as an ideal strategic partner for the Town.

Working with a team of Advisors highly experienced in the municipal setting and more broadly, in the public sector across Atlantic Canada, can be a significant advantage to the Town. MC Advisory and MC understand the nuances of the public sector, elected officials and the importance of transparency, procedural fairness and the overall reputation of your entities. With decades of public sector experience, our team has worked alongside municipalities, towns and villages throughout Atlantic Canada, conducting investigations, alternative dispute resolution and providing human resources and labour relations support.

MC Advisory and MC specializes in investigations, specifically to address allegations of misconduct. We have conducted investigations and written investigation reports into allegations of code of conduct violations, harassment, sexual harassment, bullying, discrimination, conflict of interest and gross misconduct and more. We have conducted investigations into elected officials, management and staff and have specialized investigation training.

Our Advisors recognize that complaints regarding a breach of the code of conduct are complex, and that investigation of claims requires sensitivity, discretion and understanding. As independent investigators, we apply the principles of natural justice and procedural fairness and ensure neutrality, thoroughness, and confidentiality in our approach. We conduct investigations in a timely manner to ensure the preservation of evidence and the memory recall of parties as well understanding the impact that investigations may have on all parties.

Once a complaint is received, we will conduct a conflict check. MC Advisory and MC do not anticipate conflicts of interest normally arising if we were appointed Investigator. However, there are two rare situations in which such a conflict could arise.

Firstly, there may arise situations where either a Complainant / Complainee or Council Member is also, in their personal capacity, a client of MC Advisory or MC, possibly on an entirely unrelated matter. In that event, the firm would ask the Municipality to retain another investigator to handle the particular complaint.

Secondly, for the municipalities for which McInnes Cooper is the Municipal Solicitor, a conflict or perceived conflict could arise if MC Advisory and MC were appointed as the Investigator and the Council did not adopt the recommendations of the Investigator, and if a Judicial Review Application were brought in Court seeking to quash the decision of the Council. In that event, the Municipality would have to retain alternate counsel to defend the Judicial Review application.

In these rare situations where MC is conflicted, we will be pleased to provide recommendations for an alternate Investigator or solicitor, as the case may be.

Ensuring there is no conflict, we will confirm that the complaint has been submitted within the prescribed timelines. It is our typical approach to ensure there is sufficient information to conduct a thorough investigation, and we will determine if there is validity to complaint and determine whether the complaint shall proceed or be dismissed. MC Advisory and MC will notify the member who is subject of the complaint that a complaint has been made regarding them and that it will proceed to investigation and subsequently will notify Council through a confidential mechanism of the investigation. To ensure neutrality and fairness in our investigation approach, we ensure consistency throughout our investigation process. We ensure at the onset of the investigation process that all parties understand that we are neutral parties and provide clarity regarding the role of an investigators. It is our experience that this approach balances being trauma informed while maintaining neutrality.

MC Advisory and MC always takes a trauma informed approach to our work. Not only is it essential to the integrity of the investigation process but we want to ensure we minimize the risk of further potential psychological harm to individuals through the investigation process.

With a trauma informed approach, it is essential that investigators do not act as therapists, however, our responsibility is to understand and be aware of the context that the parties bring to the interview and the potential trauma that may be attached. To demonstrate a trauma informed approach, we identify that trauma may be more seemingly obvious in some matters while less so in others and we take the potential for trauma impact into every investigation, even if it is seemingly unlikely. It is impossible to determine what may be triggering for an individual therefore, we demonstrate a consistent approach to our investigation to account for potential traumatic experience and to minimize the stress on the individual.

The trauma informed approach that we take consists of three pillars:

- Safety
- Choice
- Awareness

To build safety in our investigation, we take steps from the onset of the process to build rapport with all parties. We allow time for questions and provide as much information as possible to help alleviate discomfort while maintaining the integrity of the process. Creating safety also includes building trust through creating comfort and space for processing and allowing time for parties to share their experiences and recollections. We are cognizant of the inherent power imbalance between investigators and the parties therefore we seek to acknowledge and minimize this impact.

Giving the parties choice means that individuals can tell their stories in their own way, recognizing that trauma impacts upon memory recall. Providing the individual with control of how they share their memories and then utilizing investigation tools to help with recall through appropriate questioning is essential.

Finally, we also work to build our own awareness of what we bring to the investigation. This includes ensuring we recognize our biases, our tone, language and the lens that we unconsciously bring into matters.

Confidentiality

As part of our interview process, we provide a preamble to each interview ensuring participants understand the process, its scope and limitations, the need for confidentiality and steps to take if they experience reprisal. Any recordings of the interviews are done with the consent of the party and are used only for the purpose of creating the testimony evidence. Once the testimony evidence is collected, the parties will have the opportunity to review and confirm accuracy.

As matters are investigated, all data will be collected using the security of McInnes Cooper's platform. We will maintain a secure file to collect any information required to perform the investigation. Any information stored internally will be password protected and only accessible by individuals assigned to the specific matter.

MC Advisory and MC is experienced ensuring compliance with FOIPPA, PIPEDA, Human Rights Legislation, and alignment with any organizational policies. Our commitment to legal and regulatory compliance ensures that our services are both effective and in full accordance with the governing laws and policies, offering clients peace of mind and confidence in our approach.

With investigators located throughout Nova Scotia and the rest of Atlantic Canada, MC Advisory and MC has the ability to conduct investigations in person or virtually where appropriate. We further recognize that within the unique setting of the municipal sector, there may be times (e.g. election period) where investigations must await the commencement or conclusion of an investigation.

Upon the conclusion of the investigation, MC Advisory will present a report to Council, within the required timeframes of the Code of Conduct and will include recommendations regarding the validity of the complaint and, where appropriate, regarding the proper sanctions.

Accessibility Method	Comments
In-Person	Our team is available across Nova Scotia.
Phone	Not preferred; however, our team has used phone to investigate matters.
Video-Conference	MC Advisory and MC uses Microsoft Teams to conduct video-conferencing. We also have access to Zoom as an alternate form of video-conference.

Report Writing:

MC Advisory and MC’s investigation report style includes:

- Background (details of alleged misconduct, involved parties, requested information, context of the investigation, relevant relationships and / or history between parties);
- Investigation Procedure (steps taken by the Investigator, witnesses interviewed (dates and times), other material reviewed such as policies and material provided by the parties);
- Evidence (details related to the witness transcripts, other materials provided, supporting documents);
- Summary; and
- Conclusion (outline of fact findings and recommendations as applicable.).

Managing Cost

Our project management approach is to assign each piece of work to the most appropriate and cost-effective resource, ensuring senior level expertise remains dedicated to oversight, review and substantive issues and analysis. Through this collaborative approach, our team will apply the proper integration, design, planning, clarity and transparency measures to ensure the project is kept on time and on budget.

Ongoing management of and reporting on our work is a key element of our methodology. With project management professionals on staff and ongoing training in this area, we employ project management principles derived from internationally accepted methodologies for budgeting, forecasting, and scheduling.

We are accustomed to working under tight timelines, with multi-disciplinary teams, and in liaising with stakeholders on behalf of clients who are accountable to their members, and who operate in an open and transparent environment. We will work closely with the Town to maintain an open dialogue, ensuring your needs are continuously addressed throughout each stage of the work.

Developing an efficient and trusting relationship with the entities will be paramount to ensure there is confidence that investigations will be completed in a timely manner, the scope is managed, the facts are verified, and any additional issues are flagged.

Investigation Service Objectives	
Rapid Access	With a team of six Advisors and four Lawyers, we are confident that we will always have the capacity to start an investigation within 72 hours. It is our commitment to our clients that we offer services to meet the needs of the parties – that is, in-person or virtually. Our team can travel across Nova Scotia and has meeting space in both Halifax and Sydney available for usage if required. In addition, our team is proficient using Microsoft Teams and Zoom with the requisite security required to ensure confidentiality.
Proactive	As mentioned earlier, our typical approach includes personally reaching out to the parties regarding receipt of the referral as quickly as possible. It is our opinion that making a personal connection with the parties early on provides an opportunity to address any procedural questions and assure the parties that the matter will be addressed with urgency, integrity, and confidence. MC Advisory and MC is committed to ensuring frequent and regular communication is maintained with its clients. Also, if any issues arise that may alter previous commitments, MC Advisory and MC will contact all parties to ensure expectations are managed at all times.
Promote Respect	MC Advisory and MC prides itself on building relationships based on respect. As we introduce ourselves to parties, we offer a preamble that outlines the need to maintain an honest and respectful conversation. Our skilled team facilitates conversations that focus on facts and are equipped to steer conversations back on course when needed.
Inclusivity and Impartiality	MC Advisory and MC prides itself on its offerings related to IDEA (Inclusion, Diversity, Equity and Accessibility). We don't only acknowledge our own biases but are aware of the biases that the parties may bring to the investigation. Combining our proficiency in IDEA with clinical social work knowledge, we are well-equipped to ensure that our approach is both inclusive and trauma informed.
Understanding Workplace Conflict Dynamics	Drawing upon decades of experience across diverse industries, our advisors possess firsthand expertise in effectively managing and resolving workplace conflicts. We recognize that conflict can be rooted in many factors such as communication, power imbalance, IDEA issues, organizational change, workload, values and so on.
Incorporate Best Practices and Achieve Positive Outcomes	It has been our experience that we achieve positive outcomes directly related to our approach. During the investigation phase, the perspective on whether the outcome is deemed 'positive' can vary based on the viewpoint being considered. Having said that, clients of MC Advisory and MC often tell us that they feel heard, valued and understood. Irrespective of the result, we believe it's crucial that everyone involved has the opportunity to express themselves and gain insight throughout the entire process.

DEMONSTRATED EXPERIENCE

Please see below for a sample listing of relevant experience with Investigations in various sectors. We have not provided the names of all our clients for confidentiality purposes.

MC Advisory recently conducted several municipal investigations regarding the conduct of a Council members. The investigations were in response to several complaints regarding a Council member, specifically related to the By-Law Establishing the Code of Conduct for Council and the Conflict and Complaint Resolution Procedure Policy. The outcomes included recommendations related to sanctions, leadership coaching, training for Council and workplace restoration. One recent complaint was dismissed upon initial assessment.

In addition, MC has conducted an 'in camera' code of conduct hearing and the outcome was made public (Municipality of the District of St. Mary's). Also, we provided similar services where the councilor was adjudged by Council to not be in breach of the Code of Conduct (no public outcome), advice was provided to the Municipality of the County of Kings in relation to code of conduct complaints (advice to Council was made public).

MC Advisory and MC have conducted many municipal investigations related to the workplace in general. Recent investigations were related to harassment where we provided comprehensive reports with findings and recommendations to assist the municipalities to move forward.

Client	Investigation Type	Mediation Type
Municipalities (Several Provinces)	<ul style="list-style-type: none"> • Harassment (team based) • Harassment (specific to Council) 	<ul style="list-style-type: none"> • Alternate Dispute Resolution Coaching and Facilitation • Mediation • Workplace Restoration
Government Sector (Several Provinces)	<ul style="list-style-type: none"> • Discrimination (individual based) • Harassment (individual based) • Harassment (team based) • Confidentiality (individual based) • Theft (individual based) 	<ul style="list-style-type: none"> • Conflict Coaching • Workplace Restoration • Facilitation of Settlement Agreements
Not for Profit	<ul style="list-style-type: none"> • Harassment (Manager / Subordinate) 	<ul style="list-style-type: none"> • Conflict Coaching • Mediation • Workplace Restoration
Private Sector (Several Provinces)	<ul style="list-style-type: none"> • Harassment (Union Setting) • Sexual Harassment • Harassment (gender / individual based) 	<ul style="list-style-type: none"> • Conflict Coaching • Mediation • Workplace Restoration
Post Secondary	<ul style="list-style-type: none"> • Harassment (team and individual based) 	<ul style="list-style-type: none"> • Conflict Coaching • Mediation • Workplace Restoration
Education Sector (Multiple boards)	<ul style="list-style-type: none"> • Harassment • Sexual Harassment 	<ul style="list-style-type: none"> • Conflict Coaching • Mediation • Workplace Restoration

REFERENCE LETTERS



NUNATSIAVUT
kavamanga Government

kenaujalinimmut, Inuliginimmut amma
Kaujimatitsinimmut
Finance, Human Resources and
Information Technology

Janice Webb
Director of Human Resources
Nunatsiavut Government
1-A Hillcrest Street
PO Box 909
Happy Valley-Goose Bay, Labrador
A0P 1E0

I am writing this letter to recommend Tanya Tynski for her performance in conducting workplace investigations.

Tanya possesses a remarkable skill set that sets her apart as a professional in the field of workplace investigations. Her dedication to upholding the highest standards of integrity is evident in every aspect of her work. Tanya's unwavering dedication to ethical principles guarantees the meticulous, impartial, and fair nature of her investigative processes.

Reliability is a hallmark of Tanya's work. She consistently meets deadlines and delivers high-quality results. Tanya has an innate ability to manage complex investigations with precision and attention to detail. Her thoroughness in gathering and analyzing information, combined with her effective communication skills, enables her to present comprehensive and well-documented reports.

Tanya has conducted two investigations for the Nunatsiavut Government in the past three years. One investigation involved a complex interpersonal matter with allegations of harassment and the other investigation involved harassment related to a human rights issue. Her ability to navigate sensitive situations with tact and professionalism reflects her commitment to maintaining a positive work environment for all parties involved.

In conclusion, I have the utmost confidence in Tanya Tynski's ability to excel in conducting workplace investigations. Tanya's contributions have undoubtedly had a positive impact on our organization, and I am confident that she will bring the same level of excellence to any future endeavors.

If you require any further information, please do not hesitate to contact me directly.

Sincerely,

Janice Webb
Director of Human Resources
(709) 896 8582 ext. 226
janice.webb@nunatsiavut.com



PEI Public Service Commission

Commission de la Fonction Publique de l'Î.-P.-É.



PO Box 2000, Charlottetown
Prince Edward Island
Canada C1A 7N8

C.P. 2000, Charlottetown
Île-du-Prince-Édouard
Canada C1A 7N8

Charlotte Murray
Director, Human Resource Management & Labour Relations
PEI Public Service Commission
Province of PEI
PO Box 2000 Charlottetown, PE C1A 7N8

To Whom It May Concern,

I am writing this letter to provide a reference for Sally Ripley with MC Advisory. The PEI Public Service Commission engaged Sally as an independent workplace investigator from August 2023 to October 2023 for the purpose of conducting a workplace sexual harassment investigation for the Civil Service.

The investigation matter was sensitive in nature and involved interviewing multiple witnesses. Through the investigation, it was necessary for Sally to determine the credibility and reliability of the parties to the complaint, including the respondent, complainant and witnesses. The alleged events had taken place over several years therefore required a fulsome and comprehensive investigation. The investigation, including the provision of a detailed report, was completed in 48 business days.

In her capacity as a workplace investigator, I was highly satisfied with the fairness, thoroughness, and timeliness that Sally demonstrated in conducting the investigation. Furthermore, she ensured that the matter was handled in a confidential and respectful manner for all parties involved. Sally demonstrates neutrality and an unbiased approach in her work. Furthermore, as a Register Social Worker, Sally conducts investigations through a trauma-informed approach which aids in understanding parties involved and ensuring sensitivity in the process.

Sally conducted the workplace investigation in a methodical and practical approach, ensuring that she adhered to the workplace policies and legislation of the PEI Public Service Commission. In the preparation and presentation of her final report on this matter, Sally provided a comprehensive report detailing the methodology, complaint and summary and presentation of evidence. Further to this, the report provided a framework and analysis detailing the applicable policies and legislation considered and the subsequent findings. The scope of the investigation did not include the provision of recommendations.

I am confident in Sally's abilities as a workplace investigator and will continue to engage Sally to conduct investigations on behalf of our organization. If you require further information or have any specific questions, please do not hesitate to contact me.

Sincerely,

Charlotte Murray
Director of Human Resource Management & Labour Relations
cmurray@gov.pe.ca
902) 314 6467

CAPACITY

As mentioned above, with a team of six Advisors and four Lawyers, we are confident that we will have the capacity to aid with investigations for the Town. We also have additional resources that we can tap into from additional Labour and Employment lawyers with McInnes Cooper if required. Also, as previously mentioned, our team can travel across Nova Scotia and has office space in both Halifax and Sydney.

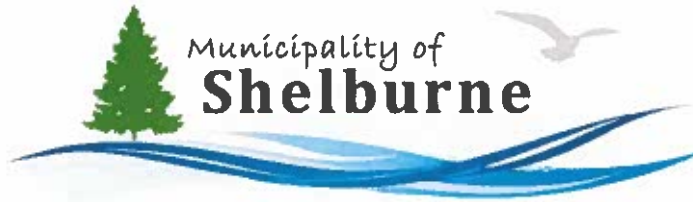
The number of entities we believe we can accommodate is listed below:

Number of clients for this purpose: All except those identified as a conflict

Number of claims: 10 per month

Should there be a need for an investigation to be completed in French, we are able to provide Investigation Services in both official languages.

MC | ADVISORY



PRESS RELEASE

**Municipality of Shelburne Announces Closure of
Regional Materials and Recovery Facility**

The Municipality of the District of Shelburne announces the planned closure of the Regional Materials and Recovery Facility, located at 4571 Highway #3, West Green Harbour, scheduled to take effect at the end of 2025. A specific closure date will be confirmed and communicated in the coming months. This facility is a transfer station that handles construction and demolition (C&D) waste and its closure will not have an impact on curbside collections, including household garbage, compost and recycling.

This decision follows a thorough review by Municipal Council of the facility’s long-term financial and operational viability. Mandatory permitting standards set by Nova Scotia Environment and Climate Change (NSECC) triggered this review and the analysis concluded that the substantial upgrades required to meet the standards are cost-prohibitive, in the estimated range of \$1 million. Furthermore, the ongoing increases to operational expenses have continued to strain the Municipality’s ability to sustain the facility into the future, with an annual operating deficit.

The Regional Materials and Recovery Facility services residents from the Municipality of Shelburne, Town of Shelburne, and Town of Lockeport. It is one of a limited number of municipally operated C&D transfer stations left in the Province. The Municipality of Barrington and the Region of Queens (Liverpool) both have Waste Management Facilities that operate under different permitting regulations and are currently used by local residents and contractors. They continue to be available for acceptable material disposal.

“Council did not make this decision lightly,” said Penny Smith, Warden of the Municipality of Shelburne. “We recognize the critical role this facility and it’s staff have played in our community’s waste management efforts and environmental stewardship over the years.”

In response to the upcoming closure, the Municipality has initiated research and is committed to working on alternative options for local disposal of materials currently accepted at the site, including C&D materials, metals, lobster traps, brush and yard waste. These efforts aim to identify environmentally responsible and financially sustainable options that will serve the community moving forward. The Municipality is dedicated to transparent communication and will keep residents informed as developments occur and future plans are established.

(37)

“We appreciate the community’s understanding and cooperation as we navigate this transition,” said Warden Smith. “Our priority remains ensuring responsible waste management solutions that meet both regulatory requirements and the needs of our residents now and into the future.”

For further updates, residents are encouraged to visit the Municipality’s website or follow official social media channels.

(38)

HARMONY BAZAAR FESTIVAL OF WOMEN AND SONG

P.O. BOX 249

LOCKEPORT, N.S., B0T 1L0

June 18, 2025

Town of Lockeport
Lockeport, N.S.
B0T 1L0

Dear Mayor and Councillors:

RE: Street Closure

This letter is to request approval for street closures during the Harmony Bazaar Festival of Woman and Song weekend. We are asking on Friday, July 25, 2025, Hall Street from Spruce to Beech Street to be closed to vehicular traffic from 5:00 p.m. to 10:00 p.m. and on Saturday July 26, 2025 Hall Street from Spruce to Beech Street to be closed to vehicular traffic from 1:00 p.m. to 10:00 p.m.

Thanking you in advance for approval of this request.

Sincerely,



Ellen Suttle
Secretary

Emergency Recreation Meeting
Saturday May 17, 2025

Present: Deputy Mayor Anna Chetwynd, Councillor Kevin Chetwynd, Sue Crosby, Janice Fiske, Dawn DeMings-Taylor, William Chetwynd and Mary Meagher

Regrets: Mayor Derek Amalfa

Meeting called to order at 6:02 by the Chair Deputy Anna Chetwynd

It was moved by Dawn and seconded by William that Mary Meagher be the recording secretary going forward. Motion carried.

Deputy Mayor Anna Chetwynd went over the reason for the decision by TOL Council to terminate the position of Community Coordinator as well as the Beach Centre Tourism assistant. These were positions held by Frances Scott and Greg Vanderveen. There was a large reduction in the Clearwater assessment as well as increases in the cost of RCMP, Shared Services with garbage/recycling collection and several other cost increases.

She stated that programs can continue with residents managing such things as senior's bingo and socials as there has been interest shown. Pat Randel will continue with the Tai Chi program at the Recreation Centre. Summer programs will be provided by the two Canada Summer jobs staff as well as the two staff being provided by MYM monies. Emily Swim as the Beach Centre Manager will be providing children's activities each Tuesday from 1-3 pm for 8 weeks along with Ruthmarie Adams at the Beach Centre. Emily will manage the summer staff.

Artifacts from the Museum will move to the Beach Centre and tours of the museum can continue as they were being done last summer.

July 1st, Harmony Bazaar, Sea Derby, Car Show and the August Beach Bash can continue under the existing committees and volunteers as well as summer staff.

There was a discussion on the Grants, Ben Himmelman will continue with the Make Your Move (MYM) program which will be wrapped up at the end of October. A name was suggested for grant writing but it was decided that the Recreation Committee may want to discuss this further before finalizing that decision.

Other items talked about were the various activities that the summer staff can supervise with the children such as kite flying and games that could take place at the Seacaps Park or at the Recreation Centre. The summer staff could also assist with events involving seniors with Dale Roache continuing in his past role with the Town, helping where he can. The Recreation Committee will need to perform an inventory of equipment and swag located in the Recreation rooms.

The baseball and soccer fields: the Town will be the contact for coaches and individuals wishing to use the field. There will be work commencing on the outfield after the high school softball season is over therefore requiring activities to occur on the soccer field at that time. A porta pottie will be put at the ballfield initially and then moved to the soccer field.

The TOL Council will review Octoberfest, Christmas by the Sea, Winterfest, and Spring into Lockeport, some of which may need to end due to lack of resources or manpower. Some of these have been funded by MYM money in the past few years which as stated earlier that program ends in the fall.

At 7:22 Kevin had to leave due to a medical call, returning at 8:00.

Playground discussion: Anna showed us the equipment from an Ontario company that she has corresponded with at an approximate cost of \$146,000 + tax & free shipping. This equipment is appropriate for 18 months to 77 years. We will need to decide on colour preferences as well as swap out a set of stairs for a ramp to aid in accessibility. Chad Stephens offered to replace the boat. We discussed ground cover with a tentative agreement on astroturf which could cost around \$45,000. It was suggested that a camera be installed facing towards the murals that will be placed on the back of the shanties from the major fund raiser being implemented by the fund raiser committee. Cory Nickerson may provide an elementary dance with the proceeds to go to the playpark upgrade. A brief overview of possible funds available at this time was discussed with details to follow in the future.

Motion made by Sue and seconded by William that the Recreation Committee and the MYM Committee be combined into one committee. Motion carried.

Motion made by Dawn and seconded by William that the meeting adjourn at 8:39. Motion carried.

Lockeport Recreation Meeting
June 2, 2025
Council Chambers

Present: Mayor Derek Amalfa, Deputy Mayor Anna Chetwynd, Janice Fiske, Sue Crosby, Dawn DeMings-Taylor, William Chetwynd, Ben Himmelman, Candice Malik, Emily Swim and Mary Meagher

Regrets: Rhiannon Hinerman

Meeting called to order at 6:01 by the Joint Chair Deputy Mayor Anna Chetwynd.

The agenda was approved.

It was moved by Janice and seconded by Dawn that the minutes of May 17, 2025 be approved. Motion Carried

There was a presentation by Roseanna and Alyssa from Our House, Shelburne. Alyssa described their program overall for Youth & Community. They had previously spoken to Fran of their interest in participating in the August Beach Bash with the Treasure Hunt. They hope to collaborate with Grace and the Beach Centre going forward. Emily and Grace will work on ideas for activities that Our House can assist with. Last year they worked with Harmony Bazaar during their event and plan to continue with this partnership as well this year.

Nancy Williams arrived at the meeting and Anna spoke of the nomination of Nancy as the Lockeport provincial volunteer this year. Nancy was very pleased and honoured with the nomination.

William gave his school report with volleyball and basketball drop-ins continuing. Girls Provincial softball being held in Lockeport on June 6 & 7. The prom will be June 25th and the graduation on the 27th.

Derek passed around and emailed the Playpark Design Group Guiding Document. He read through the needs and wants sections. Anna updated Derek on the design that the committee had reviewed at our last meeting and approved of which was 60' x 80'. We had agreed that we would like the area less crowded and will continue to work on making it more inclusive with future items.

Sue discussed the legacy program with the playpark fundraising. As of today \$20,834.00 has been raised. There will be a bingo next Monday June 9th as well as the start of the Beach Centre Market on Thursday June 5th with a 50/50, canteen and table proceeds to go to the playpark fundraising. The group also plans to be fundraising at the August Beach Bash. Over 4,000 has been raised so far with the mural project with payment requirement of cheque, cash or money order.

Benn told us he is still working on the report/plan for Make Your Move due at the end of May to the government. There are monies set aside for playpark, beach ramp and raised gardens. Sue asked about community gardens and stated that we need information to be put out to the public explaining to residents the difference between the various community gardens i.e. private and public. Emily asked Benn about the bike camp and Ben confirmed that it will still happen with Ruthmarie organising it. It is funded by the Coastal Action Centre. Emily asked if there would be volunteers from our committee to help with the June 28th beach bash like last year to assist with events like sand sculpture judging to name one. As well there will be the need for prize money. Alma Cotter will cook hot dogs with the sales going to the playpark.

The Lockeport Open is still on for August 16th with Sue and Jan offering to take care of selling hole sponsorships. Derek asked about selling 50/50 tickets for/at this event.

Sue asked Anna for an update on the \$10,000 for the school playpad from the Make Your Move funds. Anna said it was still happening as previously decided by the MYM committee with the money to go possibly to items enhancing the area like benches, shade provisions etc that could be implemented sooner and not held up by the pad installation and additional funds required. The MYM funds need to be used by a certain deadline.

Shelburne County lobster Festival – A lobster chowder on June 7th at the West Green Harbour Community Centre and the Sea Derby lobster chowder on June 8th at the Lockeport Firehall.

Emily suggested that we have the climbing wall that was previously going to be at the Spring into Lockeport event be set up at the Beach Centre on August 23rd during the beach bash. It could be installed on the grass area beside the building. Ben was asked if other equipment for accessibility like the hippocamp could be provided at the same time.

Summer Programs – Anna suggested a playbox at the Beach Centre, Sue will donate volleyballs. It was discussed putting up the volleyball net but Emily said it was quite difficult so Sue suggested volleyball kits that fold up and are easy to use. Also Thursday drop-ins at the centre was suggested with summer staff and parents in attendance. Let Emily know of any other ideas we may have of activities that she and the summer staff could implement. It was suggested that a google calendar be created working with Jill at the Town Office. Last but not least a discussion on the stage for the band at the beach bash. It was pointed out that the existing stage

has been made into smaller sections for easier movement. Emily said that perhaps it should be stored differently as it is up against the baby barn and may be causing an issue. Dawn also pointed out that the band had to set the stage up themselves and that we should be making sure that our staff and volunteers set it up prior to the event as well as take it down in a timely manner.

Lockeport Rec Facebook Page – Derek has applied for access. Facebook/Instagram can work together. Also pointed out the Lockeport Now has many of the local events and news.

Sue brought forward a volunteer of the month nomination for June of Nissel deMolitor and noted the various things she does. It was moved by Sue and seconded by Dawn that Nissel be the June volunteer nominee. Motion carried.

Sue also let us know of the Christmas Craft Fair to be held on Saturday November 15th at the Lockeport Firehall and organised by Sue and Becky. It was moved by William and seconded by Candice that the Christmas Craft Fair be held November 15th at the Firehall. Motion carried.

Next meeting July 7th, 2025 at 6 p.m. in the Council Chambers

It was moved by Candice and seconded by William that the meeting adjourn at 7:29 p.m. Motion carried.

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Make Your Move Meeting
Council Chambers
Monday, June 16, 2025
6:00 pm

Present: Mayor Derek Amalfa, Deputy Mayor Anna Chetwynd, Benn Himmelman, Rhiannon Hinerman, Emily Swim and Mary Meagher

Meeting called to order at 6:06 by Mayor Derek Amalfa

Derek updated the committee that there had been communication from the Government Representative of the Communities on the Move, Elaine Shelton. There was concern shown that we would have difficulty continuing with the absence of Fran. However, they would be willing to explore an extension of the deadline of the end of September or early October by possibly three to six months. We will need to show them action and plans to see what will be decided. Benn stated that he is unable with his present workload to take on the task.

We discussed at length the existing budget for this period with the agreement that it needs to be updated with the deletion of the Roods Head upgrades as well as the beach ramp to name a couple. The Heritage and Tourism Committee plan to see what can be done with smaller projects to clean up Roods Head but no major projects planned. The beach ramp cost estimates have come in at a lower amount than anticipated and therefore can be covered by some accessibility/sustainability funds still available.

We did come to the agreement that we wish to continue with the project which may mean attempting to hire a project manager to get us over the finish line. If that fails Emily suggested that the MYM Committee may have to work together to get things done, possibly

with some assistance from the Recreation Committee members. By the Fall/Winter work with youth or seniors to see if we can involve them to participate and execute some programs that would be of interest to them. The program is all about getting people to move more in every-day activities as well as organized events and increasing socialization. Ruthmarie will run the bike training program as noted in previous minutes.

Where we found as a committee that the program was weakest was with the business aspect of it with difficulty motivating businesses to buy into it. We feel there is more need for movement among our seniors. It was confirmed by Benn when asked that the program needs to work on the business aspect and social promotion.

Anna would like to see playboxes at the Beach Centre and Seacaps Park which would be available for use for years to come. A resident speaking to Candice suggested a tulip festival where they could be planted and maintained contributing to the gardening aspect of the program. Mary will speak to George Harding, the gardening volunteer, to see what assistance he may need to maintain various gardens around the town and see who can be enlisted to help. These were just a sample of some of the suggestions brought forward.

Date of next meeting: Tuesday, July 8, 2025

Meeting adjourned at 7:30 p.m.

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Lockeport and Area Canada Day Celebration Committee

Lockeport N.S.

Wednesday, May 14, 2025

The meeting was called to order at 6:10 p.m.

Present were: Emily Swim in the Chair, Ellen Suttle, Nancy Williams, Candace Malik

Regrets: Kevin Chetwynd

Minutes: The minutes of the meetings of May 2, 2025 as circulated were approved on motion by Candace Malik and seconded by Nancy Williams. Motion carried.

Angie Nickerson, Lockeport Italy Group was welcomed to the meeting by Emily Swim to discuss the Day Pass Ticket draws. Ellen gave Angie 2000 tickets so the group could start selling the tickets. Ellen explained to Angie re. the prizes – that six prizes are listed on the back of the ticket as well as 2 day pass tickets to Nova Scotia Music Week in Yarmouth as well as multiple small prizes. She explained that the “ticket” has to be present to win and about soliciting door to door for sales as well as the day of July 1st on the beach road.

Angie also asked the committee if June 28th was blocked off at the Rec. Hall for the Lockeport Italy Group yard sale. Emily said she would verify this.

Finances: Emily reported that \$16,000.00 from Celebrate Canada has been deposited as well as \$5,000.00 from the Municipality of the District of Shelburne making a total of \$28,730.76 in our account.

Old Business:

Shanties – Candace reported that Town Council has agreed to update the shanties with newer fridges, replacing counters, replacing the wooden pads with cement pads. Candace questioned if we needed a new BBQ. It was stated that since the town does not have a BBQ to use for various events it would be great to have one.

Donations – Cecilia Melanson has donated \$100.00

Lockeport Pharmacy – Bevin is sponsoring the Glow Party. He has ordered three 187 piece glow packs.

CBDC – letter has been sent for sponsorship.

Bayman - Pizza and garlic fingers coupon

Pizza coupon

Garlic Fingers coupon

Street Dance – MacKenzie Security has not responded to a letter for a quote to provide services during this event. Once security is obtained an application will be sent to the Fire Marshall's office regarding the event.

There has been no answer from the Town Office if the Lockeport Town staff could help put up the fencing for this event on Friday June 27th.

Crafters and Food Trucks – To date for crafters we have 21 tables confirmed

Mike Holmes Food Truck is planning to attend. Ellen has not contacted Sugar Baby yet to see if they are attending this year

The Lockeport Ball Association would like to have a BBQ selling hamburgers on July 1st and will be donating the money raised to the Lockeport Play Park. They will also be asked if they would like to do the BBQ selling hotdogs at the Beach Bash.

Firework ordering – Kevin has not discussed the HST with Cory as yet.

Brochure - Cory submitted a quote of \$2,210.00 to make up the brochure have it printed and folded and mailed to households. There was a discussion as to a possible postal strike and if we could use the flyer delivery service in the event this happens. Ellen agreed to talk to Sandra Dominie to see if this might be possible.

New Business:

Grease Pole – Emily reported that the Harbour Authority has not signed off on this event yet.

Indigenous Day – Ellen and Emily explained to Candace how the Indigenous Day was celebrated in the last 10 years and to arrange what she is comfortable with. Candace stated that she would talk to Jeanette Nickerson re. smudging drumming, displays, and food.

Make Your Move – Climbing Wall – A 24 foot climbing wall was booked for the Spring into Lockeport but due to the rain storm was not able to be used. July 1st Committee was asked if we would be interested in providing this service during July 1st festivities at a cost of \$1500.00. It was felt that we should find out if Make your Move or Town of Lockeport is willing to pay the \$1500.00 before we make any decision regarding this.

Little Miss Lockeport – Kelly Penny reported that 3 more girls have signed up. There will be two categories – ages 5-8 and 9-12. Sponsorship for each contestant is \$150.00.

Flag Raising – Derek will be asked if he has the RCMP booked for this event as well as someone to sing “O Canada”.

There being no further business the meeting with adjourned at 08:20 p.m. on motion by Candace Malik.

Next meeting - Friday, May 30, 2025 at 6:00 p.m.

Respectfully submitted,

Ellen Suttle

Lockeport and Area Canada Day Celebration Committee

Lockeport N.S.

Friday May 30, 2025

The meeting was called to order at 6:26 p.m.

Present were: Emily Swim in the Chair, Ellen Suttle, Nancy Williams, Candace Malik, Kevin Chetwynd

Minutes: The minutes of the meeting of May 14, 2025 as circulated were approved on motion, with the following correction “replacing the wooden pads with cement pads” should read “replacing the existing wooden pads”, by Candace Malik and seconded by Nancy Williams. Motion carried.

Old Business:

Fireworks – The fireworks have been ordered and it was noted by Lockeport Town Council that they were very grateful for the excellent price that Cory Nickerson has quoted

Brochure - It was moved by Ellen Suttle and seconded by Kevin Chetwynd that Cory Nickerson make up the brochure, have it printed, folded and mailed to households at the cost of \$2210.00. Motion carried.

Lifeguards – Emily stated that she has not been able to contact the Lifeguard Association to book them for the grease pole event. Candace will try this week to book two lifeguards for July 1st, 11 a.m. to 1 p.m.

BBQ – The BBQ that was to be ordered for the town has been cancelled. The July 1st Committee was asked if they would purchase one. After discussion by the Committee it was felt that this is something that the Town of Lockeport should be purchasing to be used by the various committees that provide events within the town and this would also provide storage and maintenance for the BBQ. The request will also go to the Make Your Move meeting on Monday night.

New Business:

Street Dance – MacKenzie Security Company is unable to provide services for the Street Dance. Candace Malik will contact several security companies for their availability and pricing.

Signage – WestJet signs, Bean Bag Toss Sign will be ordered this week.

Trophies – 1st, 2nd 3rd Grand Street Parade Trophies, and 1st and 2nd Pie Eating Contest trophies will be ordered as well as mementos for the Antique Car Parade participants.

Parade Prizes – It was determined that the prizes for the Grand Street Parade would be – 1st trophy and \$500.00, 2nd trophy and \$250.00, and 3rd place trophy and \$100.00. The Parade of Lights prizes will be 1st \$500.00, 2nd \$250.00 and 3rd \$100.00. There will be three random draws of \$100.00 each to be awarded to service vehicles.

Indigenous Day – Candace reported that Jeanette Nickerson will be attending the ceremonies at the Beach Center and will be bringing the community drum with her at a cost of \$250.00. She will perform the smudging ceremony and will have coloring books, etc for children. This ceremony will take place from 11 a.m. to 2 p.m. Jeanette will also arrange to have 4-5 artisans on site. Emily will ask Derek to read the land acknowledgement at the beginning of the ceremony.

Heritage and Tourism - The Heritage and Tourism Committee wishes to join with the July 1st Committee and make one committee. A discussion followed. Candace Malik moved that the Canada Day Committee join in partnership with Heritage and Tourism to make one committee with the condition that the Canada Day Committee monies and revenues stay separate from the Heritage and Tourism funds. Nancy Williams seconded. Motion carried.

Sponsorship – Lombard Motoring is sponsoring the Pie Eating Contest.

There being no further business the meeting with adjourned at 08:00 p.m. on motion by Candace Malik.

Next meeting - Friday, June 6, 2025 at 6:00 pm.

Friday, June 13 2025 at 6:00 pm.

Tuesday June 17 2025 at 6:00 pm, Rec. Center

Friday, June 20, 2025 at 6:00 pm

Respectfully submitted,

Ellen Suttle

Lockeport and Area Canada Day Celebration Committee

Lockeport N.S.

Friday June 6, 2025

The meeting was called to order at 6:10 p.m.

Present were: Emily Swim in the Chair, Ellen Suttle, Nancy Williams, Candace Malik, Kevin Chetwynd, Debbie Williams

Minutes: The minutes of the meeting of May 30, 2025 as circulated were approved on motion by Candace Malik and seconded by Kevin Williams. Motion carried.

Old Business:

Brochure - The brochure is almost completed and will be sent for printing this week. The Baptist Church baked bean supper will be added to the brochure.

Lifeguards – Candace Malik moved that July 1st Committee hire two lifeguards for the Grease Pole event at a cost of \$261.77 as quoted by Nova Scotia Lifeguard Services. Kevin Chetwynd seconded. Motion carried.

BBQ – A BBQ has been found that is owned by the Town of Lockeport and this works well.

Security Guards – Palodin Security Company wants additional information. Candace will submit the requested information on their form to them.

New Business

Shelburne Woodworkers – A sympathy card will be sent to David Atkinson from this committee for his father Bruce.

Car Magnets – Cory stated that he has pictures of all of Mac Huskison's antique cars and will order car magnets with a picture of one of the car's on it to be given to each antique car owner in the parade.

Multicultural Day – Grace Garron, Summer Intern Student will be helping to organize and set up for Multicultural Day.

Charlie's Treasure Chest – They are requesting double the space this year from what they had last year to provide more games and product. This will be arranged.

Site Map – A discussion was held regarding the site grounds and where various activities out be placed. Emily will ask Cory to help her with the site layout map and will bring this to the next meeting.

Shanties – It was noted that Mactac will be added to the shelves in the shanties before July 1st.

Street Closures – Candace Malik moved that a letter be sent to the Town of Lockeport requesting street closures during July 1st activities. Nancy Williams seconded. Motion carried.

Children's Parade – Nancy has the bags filled for the Children's parade.

Grand Street Parade – Kevin will contact the various fire departments inviting them to participate in our Grand Street Parade.

Indigenous Day – Kevin Chetwynd moved that Candace Malik purchase tobacco at a cost of up to \$50.00 as an offering for Indigenous Day activities. Nancy Williams seconded. Motion carried.

It was decided that at the next meeting we will go through each event and state what needs to be completed for each event.

There being no further business the meeting with adjourned at 07:10 p.m. on motion by Candace Malik.

Next meeting - Friday, June 13 2025 at 6:00 pm.

Tuesday June 17 2025 at 6:00 pm, Rec. Center

Friday, June 20, 2025 at 6:00 pm

Respectfully submitted,

Ellen Suttle

Lockeport and Area Canada Day Celebration Committee

Lockeport N.S.

Friday June 13, 2025

The meeting was called to order at 6:09 p.m.

Present were: Emily Swim in the Chair, Ellen Suttle, Nancy Williams, Candace Malik, Kevin Chetwynd.

Minutes: The minutes of the meeting of June 6, 2025 as circulated were approved on motion by Kevin Williams and seconded by Candace Malik. Motion carried.

Old Business:

Brochure - The brochures have all be printed. Cory and Emily will divide the brochures and Cory will see that they are delivered to their respective places.

Water – Sobey's has donated 12 cases of water and Kevin Chetwynd has donated 3 cases of water for the July 1st activities.

BBQ – The BBQ for the Day Pass Draw is at the Medical First Responders Building.

Security Guards – Candace has submitted the application to Palodin Security.

Application for Grease Pole Event – The application for the Grease Pole event to be held on the South Wharf has been signed by the Small Craft Harbour Authority.

Flag Raising – Derek has contacted the RCMP to attend the Flag Raising and they have confirmed that they will be there.

Pie Eating Contest – Locke, Stock and Barrell will make the pies for \$77.08.

Trophies – All trophies have been ordered.

Street Closures – The Town Council of Lockeport has passed the closure of various streets during July 1st and the Grand Street Parade.

Fire Departments – Kevin stated that various Fire Departments have been invited to participate in the Grand Street Parade with a chance to win a \$100.00 prize.

Indigenous Day – Candace has multiple posters from previous years so does not need new ones.

Candace Malik moved that we pay Edwin Benham \$250.00 to participate in Indigenous Day. Nancy Williams seconded. Motion carried.

Summer Staff – Emily reported that there is four students hired for the Town of Lockeport who will be available to help us during all the activities commencing on the 30th of June.

New Business

Senior’s Social – South West Transit has been approached to transport residents of Surf Lodge and John Street Apartments to the Senior’s Social.

Candace Malik moved that we pay \$200.00 to South West Transit to provide transportation to Surf Lodge and John Street Apartment residents to attend the Senior’s Social. Nancy seconded.
Motion carried.

Cheques and Cash – A list was completed of cheques and cash that would be needed for July 1st activities:

David Burbine	\$300.00	cash	
Sterling Stephans	200.00	cash	
Jamie Cotter	200.00	cash	
Mary Ayer	150.00	cheque	
Wendy Richardson	310.00	cheque	
Life Guard Services of Nova Scotia	261.77	cheque	
Grease Pole	1,000.00	cash	
Cupcakes (Sasi)	240.50	cheque	
Jeanette Nickerson	250.00	cheque	
Edwin Benham	250.00	cheque	
Merimac	4,020.00	cheque	
Multicultural Day	50.00 x 4	cash	
Carnival (Float)	300.00	cash	2 x \$2.00, 2 x \$1.00, 30 x \$5.00
Trevor Morash	100.00	cash	
Yarmouth Big Bounce	2,498.95	cheque	

Little Miss Lockeport - The July 1st Committee will provide materials for the decorating of the float for the Little Miss Lockeport.

Candace Malik moved that we purchase the float material for the Little Miss Lockeport and the Miss Lockeport float up to \$250.00. Kevin Chetwynd seconded. Motion carried.

Candace Malik declared no further business and moved the meeting adjourned at 07:10 p.m.

Next meeting - Friday, June 20, 2025 at 6:00 pm at the Beach Center.

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Respectfully submitted,

Ellen Suttle



June 19, 2025

The Honourable Dave Ritcey, Minister
Department of Communities, Culture, Tourism and Heritage
1741 Brunswick Street, 3rd floor
PO Box 456, STN Central
Halifax, NS
B3J 2R5

Via Email: MIN_CCTH@novascotia.ca

Re: Library Funding

Dear Minister Ritcey,

I am writing on behalf of East Hants Municipal Council to urge your government to provide appropriate funding to libraries, so they can continue to provide services to support our growing population.

In our region, the Colchester-East Hants Public Library is experiencing an increase in visits and use of our libraries. Specifically this translates to a 36% increase in program attendance and 11% increase in visits, both of which continue to grow. Libraries are often the heart of our communities and offer a wide range of programs and services for our residents.

We understand the Library Funding Review Committee provided recommendations to the government for the next funding model in September 2024 for review and consideration by your government. We hope that decisions will be made soon as increasing community demand will require additional resources and more open hours. This will require additional staff to support those demands and adequate wages will be part of the solution to ensure appropriate staffing numbers.

Continuous operations on deficit budgets are not sustainable and will result in fewer open hours, cuts to services, staff layoffs and possible branch closures and this is of great concern to our Council.

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We look forward to an update soon on the next funding model.

Yours truly,

A handwritten signature in blue ink that reads "Eleanor Roulston". The signature is written in a cursive style.

Eleanor Roulston, Warden

Cc: NSFM Membership