



**TOWN OF LOCKPORT  
COUNCIL MEETING  
FRIDAY OCTOBER 10, 2025, AT 1:00 P.M.  
AGENDA**

**1. Call to order**

**2. Silence Electronic Devices**

**3. Conflict of Interest**

**4. Approval of Agenda, including additions or deletions**

Staff Suggested Motion – That Council approve the agenda for the October 10, 2025, meeting with the following additions/deletions.

**5. Approval of Minutes**

- Regular Council Meeting Minutes September 26, 2025

Staff Suggested Motion – That Council approve the Minutes from the Regular Council Meeting of September 26, 2025.

**6. Business arising from Previous Minutes**

There was no business arising from the previous minutes.

**7. Community Forum (Open Mic)**

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

## **8. Presentations**

Sue Crosby – Playground Fundraising Committee – Phase Two

## **9. Finance**

- List of invoices already paid in the amount of \$30,307.51 (Page 1-2)
- Financial Condition Indicators Highlights for 2023 – 2024 (Page 3-4)
- Trees on Howe Street

## **10. Other Business**

- Municipal Joint Services Board Steering Committee and Amalgamation Steering Committee (Page 5-6)
- Email from resident of Municipality of the District of Shelburne concerning bushes at corner of Hall and Locke Streets being a driving impairment. (Page 7)
- Email from Robin Smith for Mi'qmaq History Month Workshop in Shelburne (Page 8)
- Three TDAP bids for new Town website (Page 9-20)
- Climate Resilient Coastal Communities Update

## **11. Council Reports**

- Mayor Derek Amalfa (Page 21)
- Deputy Mayor Anna Chetwynd (Page 22)
  - o Recreation minutes from Aug 11 and September 8, 2025 meetings (Page 23-28)
- Councillor Craig Hillen (Page 29)
  - o September 16, 2025 draft minutes for Heritage and Tourism Committee (Page 30-34)
  - o September 23, 2025 draft minutes for Accessibility Advisory Committee (Page 35-35)
- Councillor Kevin Chetwynd (Page 36)
- Councillor Candace Malik (Page 37)
  - o September 2025 Western Counties Regional Library report and Board Meeting minutes (Page 38-46)

**12. Correspondence**

**13. Information Only**

**14. Date of next meeting**

- October 24, 2025, at 1:00 p.m.

**15. “In Camera”**

**16. Adjournment**

Regular Council Meeting 10102025.agd

**To: Lockeport Town Council**  
**From: Friends of Seacaps Playground Fundraising Group**  
**Re: Phase 2 – Seacaps Playground Project**  
**Date: October 7, 2025**

Dear Council Members,

Please find enclosed our submission regarding **Phase 2 of the Seacaps Playground Project**.

This document outlines the additional playground equipment we plan to fundraise for, prioritized by importance and cost. To ensure our fundraising target is as accurate as possible, we have included quotes from a Nova Scotia supplier and a New Brunswick supplier. As these quotes are only valid for 30 days, we have added a 10% contingency to the total estimated cost to account for potential price changes.

All funds raised or donated for this phase will, as with previous fundraising efforts, be deposited directly to the **Town of Lockeport**.

Please note: the quotes provided are intended for **information and budgeting purposes only**. The Friends of Seacaps Playground will submit our recommendations on the equipment to be purchased, but we fully understand that the **final decisions rest with the Town of Lockeport**.

Our fundraising group is committed to covering the **entire cost** of each selected piece of equipment including installation and ground cover.

We appreciate your continued support and look forward to working together to enhance this valued community space.






Sincerely,  
**Friends of Seacaps Playground Fundraising Group**

## **Phase 2: Let's Swing into Action!**

The next step in rebuilding **Seacaps Playground** is all about the *fun stuff*—equipment! We're kicking off **Phase 2** of our fundraising campaign with a clear and exciting goal: help us raise funds for the **swing sets** that will be enjoyed by kids of all ages and abilities.

We're focusing on **transparency and clear targets**—so it is known exactly what each donation and fundraising event proceeds is going toward.

### **#1 Priority: Swings:**

-  **1 x 8' High Two-Bay Arch Swing Frame** – The main structure that holds multiple swing seats.
-  **2 x Soft Edge Seats** – With regular hangers, chain, and hammerlocks for safe and comfortable swinging.
-  **1 x Tot Swing Seat** – Designed for toddlers, with secure hangers and safety chain.
-  **1 x Accessible Swing Seat** – So every child can soar, regardless of ability.
-  **Installation And Ground Cover** - To meet all installation requirements for the equipment and ground cover and to ensure compliance with warranty and insurance provider.

This is a chance to **sponsor a specific piece of equipment** or **contribute toward the full set**.

"Every dollar counts! Watch our fundraising thermometer rise as we get closer to our goal of purchasing this equipment!"

**Project Name: Playground Equipment**

**1. Equipment Costs**

<b>Item</b>	<b>Cost</b>
8' High Two Bay Arch Swing (frame only)	\$4,080.00
Soft Edge Seat w/ regular hangers, chain, and hammerlocks	\$832.00
Tot Seat w/ regular hangers, chain, and hammerlocks	\$435.00

Accessible Swing Seat w/ regular hangers	\$1,890.00
<b>Subtotal</b>	<b>\$7,237.00</b>
Plus 10% markup	\$723.70
<b>Equipment Total (before tax)</b>	<b>\$7,960.70</b>
HST (14%)	\$1,114.50
<b>Total Equipment Cost (incl. HST)</b>	<b>\$9,074.00</b>

## 2. Installation & Site Preparation (by others)

Description	Cost
Estimate	\$3,000.00
Plus 10% markup	\$300.00
<b>Subtotal</b>	<b>\$3,300.00</b>
HST (14%)	\$462.00
<b>Total Installation Cost</b>	<b>\$3,762.00</b>

## 3. Turf Ground Cover

Details	Cost
1080 sq ft @ \$6/sq ft	\$6,480.00
Plus 10% markup	\$648.00
<b>Subtotal</b>	<b>\$7,128.00</b>
HST (14%)	\$998.00
<b>Total Turf Ground Cover</b>	<b>\$8,126.00</b>

## Summary of Total Project Costs

Category	Total
Equipment	\$9,074.00
Installation & Prep	\$3,762.00
Turf Ground Cover	\$8,126.00

<b>Grand Total</b>	<b>\$20,962.00</b>
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### **Quote Sources**

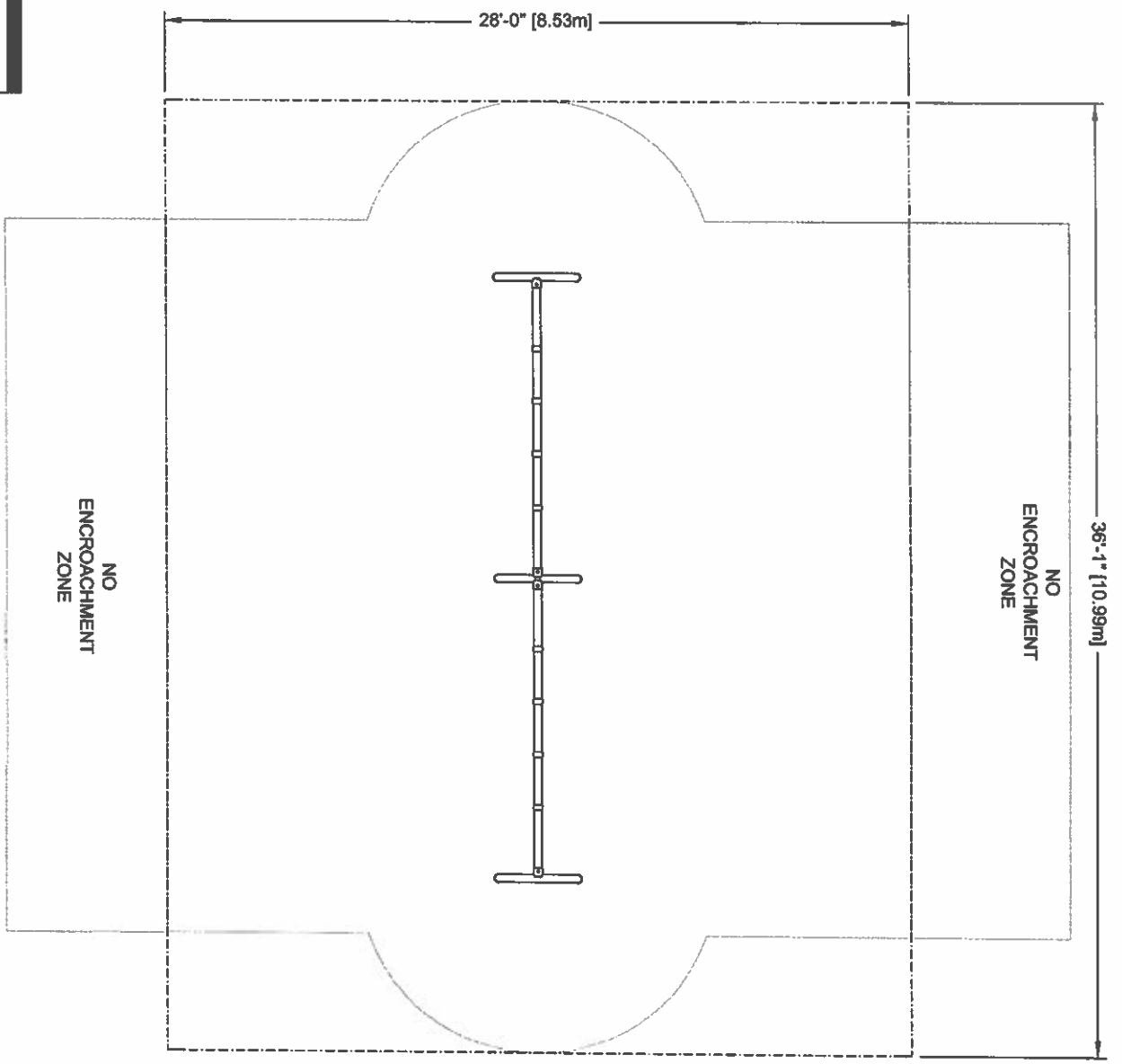
- **Equipment:**
  - Fundy Fencing Limited – Saint John, NB
  - Cobequid Consulting – Economy, NS
  - *(Quotes were within \$300 of each other)*
- **Turf Ground Cover:**
- Turf Masters Guysborough Rd. Nova Scotia
- Please note we want to have turf for accessibility and low maintenance after install. It's a bit more expensive up front but will require less cost to maintain.

# Blue Imp



- QTY
- 1 - 8' High Two Bay Arch Swing (frame only) - 4080.00
  - 2 - Soft Seat Edge w/regular hangers, chain + hammer-locks - 832.00
  - 1 - Tot Seat w/regular hangers - 435.00
  - 1 - Accessible Swing w/regular hangers - 1890.00

	7237.00
14% HST -	1013.18
	8250.18
10% Over cost +	9,075. <sup>00</sup>



• CONFORMS TO THE CANCSA-2014-20 STANDARD CHILDREN'S PLAYGROUND EQUIPMENT AND SURFACING  
 • PERIMETER SHOWN REPRESENTS EXTENT OF REQUIRED SAFETY SURFACING WIDTH OF BORDER MATERIAL MUST BE ADDED BEFORE EXCAVATION

36'-1" [10.99m]

NO ENCROACHMENT ZONE

28'-0" [8.53m]

NO ENCROACHMENT ZONE

8' HIGH, 4 UNIT ARCH SWING

LAYOUT #: P208  
 JOB #:

RECOMMENDED AGES: 2-12

PROTECTIVE SURFACING REQUIRED:  
 AREA: 1010 (sq.ft) PERIMETER: 129 (ft)

DRAWN BY: LB DATE: 19-AUG-11

6	REMOVE BLOCK	SM	15-MAY-23
5	UNPAID INSTALLATION & LAYOUT	KH	11-OCT-22
4	REMOVE BLOCK	SM	9-FEB-15



724 - 14TH STREET S.W., MEDICINE HAT, AB, T1A 4V7  
 TOLL FREE: 1-800-861-1402 FAX: (403) 525-0891  
 E-MAIL: sales@blueimp.com WEBSITE: www.blueimp.com

LIST ON INVOICES ALREADY PAID TO BE PRESENTED AT THE		
OCTOBER 10, 2025 MEETING		
AGAT LABRATORIES	SEWER WATER TESTS	381.90
AMALFA, DEREK	PAY REJECTED BY BANK	591.41
BALISH, MICHAEL	REPAIRS TO BOARDWALK	4,000.00
CHETWYND, WAYNE	REIMBURSEMENT FOR THREE PISTOL GRIPS AND A SKILL SAW	1,276.79
CULLIGAN WATER STORE	DRINKING WATER	48.78
HARDING, JUNE	25 YEARS OF SERVICE AWARD, MILEAGE FOR SEPTEMBER, MEDICAL INSURANCE, CANDIES AND FOLD BACK CLIPS	346.44
HILLEN, CRAIG	MILEAGE FOR SEPTEMBER	145.93
I.B.E.W. LOCAL 1928	UNION DUES FOR EMPLOYEES	307.88
MALIK, CANDACE	MILEAGE FOR SEPTEMBER 2025	35.60
MANULIFE	EMPLOYEES PENSION	1,408.72
NICK'S REFRIGERATION	NEW HEAT PUMP AT BEACH CENTRE	6,612.00
NOVA SCOTIA POWER	LIFT STATIONS 8, 9, 10	410.65
NOVA SCOTIA POWER	FIRE HALL, FIRE SIRENS, MEDICAL CENTRE, MARINE ROOM, LITTLE SCHOOL MUSEUM	1,047.24
NOVA SCOTIA POWER	BANDSTAND, BALLFIELD CANTEEN, BEACH CENTRE	549.06
NOVA SCOTIA POWER	LIGHTHOUSE STAGE, MFR	212.01
NOVA SCOTIA POWER	LIFT STATIONS 1, 2, 4, 5	976.02
NOVA SCOTIA POWER	TOWN HALL AND REC CENTRE	519.44
NOVA SCOTIA POWER	TRANSPORTATION, ROOD'S HEAD, LIBRARY AND WIDOW WALK	483.03
NOVA SCOTIA POWER	STREET LIGHTS, PLAYGROUND AND TREATMENT PLANT	2,821.05
NOVA SCOTIA POWER	BOARDWALK	130.76
NOVA SCOTIA POWER	UV SYSTEM	458.13
PROPERTY VALUATION SERVICES CORPORATION	25% ASSESSMENT SERVICES COST RECOVERY FISCAL 2026	2,602.86
ROACHE, DALE	HONOURARIUM FOR CLEANING ATHLETIC FIELDS SEPT 13 - 26	60.00

(2)

SCOTIA BUSINESS CENTRE	ELEVATOR MONITORING, ALARM SYSTEM FOR MFR/FIRE	598.73
SEAWAY FABRICATION LTD.	12 FT 1/2" S/S ROUND BAR	55.68
SNOW, KEVIN	30 YEARS OF SERVICE AWARD	500.00
WEB HOSTING	TWO WEBSITE RENEWALS	34.18
WINCHESTER DISPOSAL	PORTA POTTIES (BILLS FOR ALL SUMMER AT TENNIS COURTS)	2,877.93
WORKERS COMPENSATION	FIREFIGHTERS	569.16
XEROX	LEASE INVOICE 34 OF 60	246.13
	TOTAL	30,307.51

# Financial Condition Indicators Highlights for 2023-24

## Overall Assessment

### Yellow (Moderate Risk)

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

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

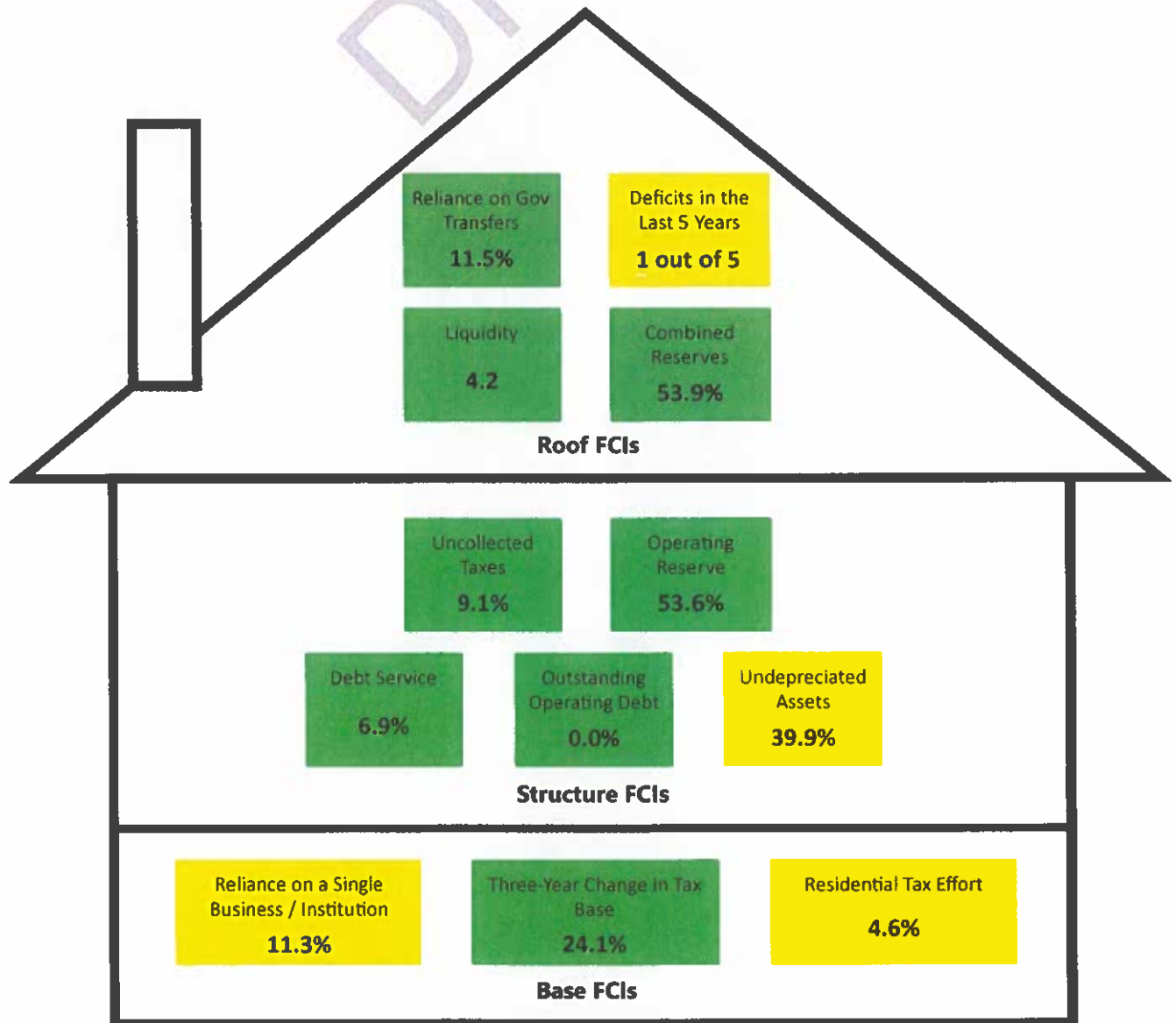
As shown in the House model below, the Town of Lockeport's FCIs are comprised of:

Low Risk (green): 8 Indicators

Moderate Risk (yellow): 4 Indicators

High Risk (red): 0 Indicators

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



(4)

# Two-Year Comparison of Financial Condition Indicators

<b>BASE</b>	<b>2022-23</b>	<b>2023-24</b>	<b>+/-</b>
Reliance on a Single Business or Institution	12.1%	11.3%	0.8%
Three-Year change in Tax Base	12.6%	24.1%	-11.5%
Residential Tax Effort	4.1%	4.6%	-0.5%
<b>STRUCTURE</b>			
	<b>2022-23</b>	<b>2023-24</b>	<b>+/-</b>
Uncollected Taxes	9.7%	9.1%	0.6%
Operating Reserve	61.2%	53.6%	7.6%
Debt Service	5.6%	6.9%	-1.3%
Outstanding Operating Debt	0.0%	0.0%	0.0%
Undepreciated Assets	39.9%	39.9%	0.0%
<b>ROOF</b>			
	<b>2022-23</b>	<b>2023-24</b>	<b>+/-</b>
Reliance on Government Transfers	12.9%	11.5%	1.4%
Number of Deficits in the Last 5 Years	1	1	0
Liquidity	12.8	4.2	8.6
Combined Reserves	66.4%	53.9%	12.5%

\*For 3-year Change in Tax Base, CPI change for 2022-23 was 13.3% and for 2023-24 was 16.7%.

1. **MUNICIPAL JOINT SERVICES BOARD STEERING COMMITTEE**

The Town of Lockeport approve the creation of a Steering Committee to explore the possibility of a Municipal Joint Services Board for all five Shelburne County municipal units, and appoint two members of Council to the Steering Committee. The Steering Committee will consist of ten members (two members of Council from each municipal unit). CAO/Clerks, or their designates, will act as the staff resource for each municipal unit.

1. **AMALGAMATION STEERING COMMITTEE**

The Town of Lockeport approve the creation of a Steering Committee to explore the possibility of Amalgamation with the Town of Shelburne and the Town of Lockeport, and appoint two members of Council to the Steering Committee. The Steering Committee will consist of six members (two members of Council from each municipal unit). CAO/Clerks, or their designates, will act as the staff resource for each municipal unit.

## Municipal Modernization

There was a discussion on Council feedback from the learning day put on at the Municipality of the District of Shelburne office regarding the formation of a Municipal Joint Services Board, amalgamation, and dissolution. The next step is to form a Steering Committee with the three units represented. Public feedback is a necessity for this endeavor and Council will provide as much information as possible.

### **05-23-25-06**

It was duly moved and seconded that the Council of the Town of Lockeport will participate in the formation of a Steering Committee that will have representation from the Town of Lockeport, Town of Shelburne and the Municipality of the District of Shelburne. The Town of Lockeport will participate in further education regarding Municipal Modernization. Motion Passed

### **05-23-25-07**

It was duly moved and seconded that Mayor Amalfa put out a press release to inform the residents of the Town of Lockeport and to be transparent about the Steering Committee regarding costs and other information as it becomes available. Motion Passed

### **05-23-25-08**

It was duly moved and seconded that the Council of the Town of Lockeport make a commitment to be fully engaged with the residents of the Town to ensure that all information be shared with them. Motion Passed

7

**From:** Kelley Penney <penneykelley1995@hotmail.com>  
**To:** townoflockeport@ns.sympatico.ca  
**Date:** Oct 2, 2025, 7:09:20 PM  
**Subject:** In regards of overgrown bushes at blue house on locke Street

Hello,

I just wanted to reach out in regards to the huge safety concern at the crosswalk of the intersection by the high school when coming from the bell bouy on the corner, and walking through town the bushes around the Blue house by that corner have become very big and hard for drivers to see people coming.

We actually were almost hit tonight while walking with our baby in the stroller. We were coming from the bell bouy and into town walking. We even stopped because we know how hard it is to see people or vehicles coming from that direction of town when driving in also. However the black truck didn't notice us, he didn't even seem to notice us 1/4 of the way and proceeded to drive and push us off the road, close enough i could have touched the vehicle if I reached out my hand. If it would have been my daughter riding her bike before us, she would have been hit.

This event was noticed by people we know however I also know the driver of the vehicle. I place no blame on him though as I know how hard it is to drive into town and see in that direction also. Wonder if anything plans to be done about this?

We loved moving to lockeport because of how safe of a town we knew it was, but drivers recently and blindspots are a disadvantage.

Just wanted to advise of a concern.

Thank you  
Kelley



**From:** Robin Smith <Robin.Smith@municipalityofshelburne.ca>  
**To:** Sarah Mattatall <Sarah.Mattatall@shelburnens.ca>, June Harding <townoflockeport@ns.sympatico.ca>  
**CC:** Warren MacLeod <Warren.MacLeod@municipalityofshelburne.ca>  
**Date:** Oct 6, 2025, 1:22:53 PM  
**Subject:** Mi'qmaq History Month Workshop with Jeanette

Hi Sarah and June,

I have arranged for Jeanette Nickerson to come next week to do a workshop with us on the Seven Sacred Teachings for Mi'qmaq History Month which focuses on the Indigenous teachings of Love, Respect, Wisdom, Courage, Honesty, Humility, and Truth. It will be on Tues October 14th from 2-3pm ish in our Council Chambers. We would love to extend the invitation to any of your staff or Council that would like to attend if you wish.

If you could just give me an idea of how many would be attending just for logistics would be great,

Thanks so much,

Robin Smith

Community Development Coordinator/Community Navigator

Phone: 902-875-3544 ext. 245

Cell: 902-874-2422/902-635-1705

My regular office hours are Monday to Thursday, 8am to 4:30pm

[www.municipalityofshelburne.ca](http://www.municipalityofshelburne.ca)



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9



# TDAP Communities General Bid Submission

Name of Community Tourism Organization

Town of Lockeport

RFS Number

057

Company Name

Myra media

Website

[HTTPS://myramedia.com](https://myramedia.com)

Portfolio

[Https://myramedia.com](https://myramedia.com)

Main Contact Name & Title

Roger Mader

Main Contact Email

[roger@myramedia.com](mailto:roger@myramedia.com)

## Company Overview

103

Based in Mahone Bay, Myra Media has served clients for over twenty years, with a revitalized focus on Nova Scotia tourism and digital marketing. Based in Mahone Bay, partners Roger Mader and Danielle along look forward to working closely with you to deeply understand your requirements and work with you to achieve your aspirations and elevate your market visibility and appeal.

## Overview of Strategy & Services

We begin with a discovery deep dive. We would like to meet with you and the digital marketing leaders and tourism committee to:

1. Discuss your objectives and fully appreciate the economic imperatives particularly in the wake of the Clearwater reductions.
2. Learn about your tourism vision, assets and plans.
3. Position Lockeport as a unique and distinct destination for visitors and guests.
4. Discuss potential marquee events or features such as the Locke family legacy, architecture, history and seascape.

## Description of Services #1

### WEB DESIGN

We would like to assess your digital team's capabilities and aspirations to determine if you should opt for an easily managed and updated template platform like Squarespace, or if you require greater flexibility and customization like Wordpress. We will interview your team to list features and work with you to develop drafts. we will also work together to review archival photography and local imagery.

## Timeline for Delivery #1

4 weeks

## Cost of Service #1

4000.00

## Description of Services #2

### WEB DEVELOPMENT

We will create a draft website to walkthrough with you for review and input. We will ask that you designate a single point of contact for all edits and final approvals so that decisions have clear authority.

We will iterate the design based on your inputs for a second review.

We will complete and publish the final site and covert it to your team's ownership for maintenance.

## Timeline for Delivery #2

(10)

4 weeks

## Cost of Service #2

6000.00

## Description of Services #3

**DIGITAL TEAM TRAINING & SUPPORT**

We understand that this may feel new and dauntingly unfamiliar. We will work with your digital team for a hands on training session to practice the regular site maintenance and upgrades that the town can readily and comfortably manage. We will also remain on call for the first month after the site goes live to support your questions and concerns. After that period we would be happy to continue to support you on a modest subscription fee or "pay as you go" rates. Whatever approach serves you best!

## Timeline for Delivery #3

4 weeks

## Cost of Service #3

3000.00

## Description of Services #4

**SOCIAL MEDIA**

The town should establish media channels on Meta (Facebook, Instagram), Google, Google Maps, and consider TikTok and YouTube. We will work with you to set up your channels and show you how to schedule and maintain regular posts. We will encourage the community to activate its tourism presence by adding to your social media feeds and creating their own.

## Timeline for Delivery #4

3 weeks

## Cost of Service #4

2000.00

Total Cost of Services

12

15000.00

When are you available to start this project?

15th September 2025

Additional Notes

You may email [roger@myramedia.com](mailto:roger@myramedia.com) with any questions or to arrange a meeting. We can't wait to meet you! Lockeport is beautiful and will quickly become recognized as a gem of the South Shore!

Submission link

<https://forms.monday.com/forms/5ec106500d8890cfbda4a164536ed5c4?r=use1&submissionId=166dcddb-96d8-43c2-8b2c-6c8b3c79a72a>

Submitted on Sep 10, 2025

13



**DIGITAL**  
ASSISTANCE FOR  
**TOURISM**  
COMMUNITIES



# TDAP Communities General Bid Submission

Name of Community Tourism Organization

Town of Lockeport

RFS Number

057

Company Name

Arina Winkelman Web Design

Website

<https://arinawinkelman.ca>

Portfolio

<https://arinawinkelman.ca/projects.html>

Main Contact Name & Title

Arina Winkelman, Web Designer

Main Contact Email

[arina@arinawinkelman.ca](mailto:arina@arinawinkelman.ca)

143

## Company Overview

For over 14 years, I have been building websites for Nova Scotia based small businesses. Projects have included informational websites to large websites including ecommerce stores. I have also completed numerous websites for a variety of NS tourism businesses. Tourism projects have included both 'built-from-scratch' sites to redesigning existing sites. For some clients, work included connecting to, or setting up accounts on, third party rental sites. In addition to website design skills, I also bring expertise in the more technical aspects of website design: on-page search engine optimization and page speed optimizations.

## Overview of Strategy & Services

The Town of Lockport has taken significant steps to develop its digital resources and improve its' tourism infrastructure. The current website (approx. 175 pages) focuses primarily on the Town's operations (council, services, regulations, etc.) and relatively little on its tourism sector. In addition the website is older, lacking the visual appeal online users now expect. To be effective in the competitive online world, the website needs to be engaging and up to date.

The objective of this project is to redesign the Town's website to meet current expectations of visual and informative appeal, to deliver more tourism dollars to local businesses, but also continuing to serve the needs of the Town's residents.

Related services include assisting in developing digital marketing planning, and social media planning.

With a refreshed website and planning for digital and social media, the Town will be well-positioned to grow its tourism sector via its own efforts, and perhaps even more importantly, via active participation in joint initiatives with Nova Scotia Tourism, and other South Shore tourism organizations.

## Description of Services #1

### Website Re-Design & Development

Completely revamp the existing website to: 1. modernize its overall design. 2. promote The Town's tourist attractions and support local businesses through the addition of new photos and videos, and business directory. Fresh new content will highlight its' local culture, history, events and stunningly ocean setting. Recent and ongoing community enhancements such a new upgraded boardwalks will be highlighted. 3. Existing content, such as government, council and town services, where relevant and current, will be also migrated to the revamped website. 4. The website will be built on a new content management system (CMS) enabling staff to update the website directly. Training on the new CMS will be provided to designated individuals.

On the technical site, the website will include:

- mobile-friendly: easy to use on a smart phone or tablet
- search engine friendly: using techniques that improve how the website is found in Google and other search engine results page speed optimizations.
- connected to Google Analytics account allowing Town staff assess web site usage
- linked to the Town's social media accounts
- a new AI chatbot to help users find answers to typical questions

15

Timeline for Delivery #1

14 to 18 weeks

Cost of Service #1

12000

Description of Services #2

Digital Marketing Planning

Working with Town representatives, identify a range of digital marketing channels, review and select suitable channels. Then assist in establishing the draft plan: campaign objectives, upcoming schedule, budget, deliverables and responsibilities, etc. A key consideration when building the marketing plan, is co-ordinating with the marketing efforts by other South Shore organizations.

Timeline for Delivery #2

3 weeks

Cost of Service #2

1500

Description of Services #3

Social Media Planning

Again working with Town reps, develop draft social media campaign across the chosen platforms. Discuss key elements of a social media campaign, eg: different types of 'posts', schedule of posts, campaign objectives, free vs paid posts. As above, to maximize the impact, look for opportunities to co-ordinate with other South Shore social media campaigns.

Timeline for Delivery #3

3 weeks

Cost of Service #3

1500

Description of Services #4

Not applicable

Timeline for Delivery #4

Not applicable

Total Cost of Services

16

15000

When are you available to start this project?

18th September 2025

173



# TDAP Communities General Bid Submission

Name of Community Tourism Organization

Town of Lockeport

RFS Number

057

Company Name

Haylo Marketing Inc

Website

<https://www.haylo.ca>

Portfolio

<https://www.haylo.ca/work>

Main Contact Name & Title

Yazeed Sobaih - Managing Director

Main Contact Email

[yazeed@haylo.ca](mailto:yazeed@haylo.ca)

## Company Overview

Haylo Branding + Marketing has been creating relevant, successful brands since 2014. Since every brand is unique, so is our approach, from the team to the process. We are a team of agile and seasoned professionals delivering premium projects while creatively solving challenges.

Our expertise include:

- Creating and Refreshing Brands and Websites
- Photography/Video production for online & traditional broadcast
- Working with industries that range from brick-and-mortar retail to tourism accommodations and restaurants
- Crafting Social Media collateral, content calendars and distribution strategies
- Auditing, Search Engine Optimization and Reporting

We have been a preferred Digital Service Provider with Digital Nova Scotia since the inception of the Tourism Digital Assistance Program + Communities. We proudly serviced many partners and maintained long lasting relationships to this day.

Please see the following project where we worked with a TDAP Community grant partner (the Truro Chamber of Commerce for their Explore Central NS initiative) and delivered a new website with very similar needs to your request (Website/Tourism/Community/Online Directory/Events):

- <https://www.haylo.ca/work/explore-central>
- <http://explorecentralns.ca/>

## Overview of Strategy & Services

Thank you for the well written and thorough submission. We believe that we are perfectly suited to collaborate with you, tackle your challenges and deliver a dynamic, premium, and user-friendly website for your team.

The following are strategies and services we propose to deliver:

- New custom designed WIX website (mobile friendly, easy drag-n-drop platform for admins, Events feature, user access, businesses directory, ability to integrate ecommerce and bookings)
- Copy writing and design including Adobe stock
- Chat bot feature with pre-determined matrix of frequently asked questions (FAQ)
- Foundational Search Engine Optimization (SEO)
- Website training session via Zoom/Teams
- Website technical support for 6 months

We can also support your Social Media needs with the following:

- Refreshed Social Media profile imagery
- Social Post Copy and Imagery
- Design Templates for customizable Social Media posts (can be shared via Canva, a design collaboration tool)

19)

Description of Services #1

Website + Social Media package:

- New custom designed WIX website (mobile friendly, easy drag-n-drop platform for admins, Events feature, user access, businesses directory, ability to integrate ecommerce and bookings)
- Copy writing and design including Adobe stock
- Chat bot feature with pre-determined matrix of frequently asked questions (FAQ)
- Foundational Search Engine Optimization (SEO)
- Website training session via Zoom/Teams
- Website technical support for 6 months
- Refreshed Social Media profile imagery
- Social Post Copy and Imagery
- Design Templates for customizable Social Media posts (can be shared via Canva, a design collaboration tool)

Timeline for Delivery #1

Flexible based on client needs, 2-3 Months

Cost of Service #1

15000

Description of Services #2

N/A

Description of Services #3

N/A

Description of Services #4

N/A

Timeline for Delivery #4

N/A

Total Cost of Services

15000

When are you available to start this project?

3rd November 2025

20

Additional Notes

Thank you kindly for the opportunity to pitch for your business. We appreciate the time you took to review our submission. We are happy to share references and answer any questions you have before you make your decision.

Submission link

<https://forms.monday.com/forms/5ec106500d8890cfbda4a164536ed5c4?r=use1&submissionId=c0c7f024-c11e-4f0e-ba02-9f8005bf61ad>

Submitted on Sep 12, 2025

# Executive Summary

*Subject: Application for Feasibility Study – Adaptation in Action Program. Town of Lockeport, in collaboration with CCC & AIM*

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## Purpose of the Feasibility Study

Lockeport is a coastal community at increasing risk from climate change, including rising sea levels, stronger storms, and shoreline erosion. The Lockeport Causeway and surrounding dunes are critical to the town's safety, economy, and long-term resilience.

The Local Leaders in Climate Adaptation (LLCA) Adaptation in Action feasibility study, administered by the Green Municipal Fund (GMF) through Federation of Canadian Municipalities (FCM), will provide the Town with:

- Detailed site survey to refine option costing.
- A detailed technical, financial, and operational assessment of dune restoration and causeway protection options – piled platform (bridge) or dune rehabilitation.
- Reliable data to obtain contractor quotes and make evidence-based decisions.
- Environmental support to begin permitting process with regulatory agencies.
- A foundation for securing future funding for implementation projects under the LLCA program which provides up to 80% funding (subject to inclusion of equity and nature-based elements for maximum funding) on projects up to \$1M.
- Opportunities for public engagement to ensure community priorities are reflected in planning and solutions.

## Why This Study is Important for Lockeport

- Opens a defined path to funding for a critical project under current funding stream.
- Builds on Previous Work: Leverages hazard analysis from the CRIS report and ongoing climate resilience planning with CCC and AIM.
- Supports Climate Resilience: Evaluates solutions that protect residents, infrastructure, and local ecosystems.
- Nature-Based Solutions: Encourages sustainable approaches that reduce risk while preserving dune ecosystems.
- Community Involvement: Ensures findings are publicly available and integrates feedback into decision-making.

## Key Benefits to the Town

- Evidence-based guidance for decision-making with community consensus.
- Aligned with ongoing work under coastal resilience programs.
- Accurate cost and operational information for project implementation.
- Strengthened applications for federal, provincial, and other funding programs.
- Enhanced community safety, resilience, and long-term sustainability.

- Moves Lockeport from planning and assessment to actionable, implementable solutions.

**Memo**

**To:** Mayor and Council, Town of Lockeport

**From:** Derek Amalfa, Mayor

**Subject:** Application for Feasibility Study – *Adaptation in Action* Program

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## 1. Background

Lockeport is a coastal community facing increasing risks from climate change, including rising sea levels, stronger storms, and shoreline erosion. Protecting critical infrastructure, such as the **Lockeport Causeway**, and natural features, including the dunes, is essential to the town's long-term safety, economic stability, and sustainability. Ensuring the protection of our vulnerable seaside community has long been a priority for Council.

Without intervention, the causeway faces increasing flood risk that could disrupt emergency access. This study is the required next step to unlock up to 80% funding for a \$1M protection project.

The Town has taken significant, proactive steps through partnerships with the **Coastal Climate Change (CCC) initiative** and the **Atlantic Infrastructure Management (AIM) Network**, which have helped identify local climate risks, explore adaptation strategies, and advance sustainable infrastructure planning.

Through these partnerships, the Town recently established **Climate Ready Infrastructure Services (CRIS)**, producing a **project-specific hazard analysis** and laying the groundwork for identifying capital works options for funding consideration (final version available in Appendix A). Key CRIS findings highlight:

- Sections of the causeway are exposed to high-frequency flooding during storm events.
- The dunes and adjacent shoreline are experiencing measurable erosion, reducing natural protection.
- The causeway's structural integrity is at risk without proactive adaptation measures, which could disrupt transportation and emergency access.

Applying for the **Adaptation in Action feasibility study** represents a natural progression of these initiatives. The study provides Lockeport with the opportunity to:

- Assess the technical, financial, and operational viability of dune restoration and causeway protection.
- Obtain detailed, reliable data to guide decision-making and secure contractor quotes.
- Strengthen future funding applications for implementation projects.

- Move from planning and risk assessment to actionable, evidence-based solutions that enhance the Town's climate resilience.
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## 2. About the Adaptation in Action Feasibility Study Program

The **Adaptation in Action** feasibility study program, administered by the **Green Municipal Fund (GMF)** under the **Federation of Canadian Municipalities (FCM)**, supports municipalities in evaluating the feasibility of climate adaptation projects that could be implemented under GMF's adaptation funding streams.

### Key Program Details:

- **Purpose:** Funds feasibility studies to assess climate adaptation projects with expected implementation costs of up to \$1 million.
- **Eligible Costs:** Studies examine financial, technical, legal, and operational aspects, including scheduling and risks, to determine project viability.
- **Focus Areas:** Encourages the integration of **nature-based solutions** and approaches that minimize greenhouse gas emissions.
- **Funding:** Grants of up to \$70,000 are available, covering up to 80% of eligible costs for municipalities under 50,000 residents. Rural or remote communities, and those with populations below 10,000, are eligible for up to 90% coverage.
- **Expected Cost:** The expected cost of the study is \$70,000 with a Lockeport share of \$7,000 if the funding is approved.
- **Expected Output:** A comprehensive assessment that equips municipalities with the data needed to make informed decisions and move forward with implementation.

### Relevance to Lockeport:

Applying for this feasibility study aligns with Lockeport's ongoing climate resilience efforts. It will provide detailed technical and financial assessments for **dune restoration and causeway protection**, enabling informed decision-making and strengthening future funding applications.

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## 3. Project Focus: Dune Restoration and Causeway Protection

The feasibility study will focus on **restoring and enhancing the dunes along the Lockeport Causeway**, a key natural and structural barrier against storm surges, coastal flooding, and erosion. CRIS highlights the following risks:

- **Community Engagement:** The study will include at least one public engagement session to share findings and gather feedback on preferred solutions.
- **Coastal Flooding:** High-frequency flooding during storms, with projected increases over coming decades.
- **Erosion Vulnerability:** Loss of dunes and shoreline reduces natural protection for the town.
- **Infrastructure Risk:** The causeway is structurally vulnerable, with potential impacts to transportation and emergency access if no proactive measures are taken.
- **Environmental Considerations:** Dune ecosystems provide natural storm protection; restoration must integrate **nature-based solutions** to preserve ecological function while enhancing resilience.

#### **Objectives of the Feasibility Study:**

- **Technical Assessment:** Evaluate options for dune restoration, stabilization, and causeway reinforcement. Assess the effectiveness of nature-based solutions.
- **Financial & Operational Assessment:** Provide reliable cost estimates and examine operational feasibility, including construction logistics, permitting, and maintenance.
- **Informed Decision-Making:** Deliver options analysis and recommendations to support Council's decisions.
- **Public Engagement & Transparency:** Share findings with the public and seek community input at key stages. Community involvement ensures solutions reflect local values and knowledge, fostering trust and support.
- **Alignment with Ongoing Initiatives:** Builds on CCC and AIM work, integrating hazard analysis, risk assessments, and sustainable infrastructure planning.
- **Community and Safety Benefits:** Protects residents, infrastructure, and town assets, supporting long-term climate adaptation and resilience.

The feasibility study represents the next logical step following CRIS, moving Lockeport from hazard assessment toward **actionable, implementable solutions**, while providing the technical, financial, operational, and publicly accessible information needed to restore the dunes, protect the causeway, and secure future funding.

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#### **4. Key Benefits to the Town of Lockeport**

- **Reliable Data for Planning:** Detailed technical, financial, and operational analysis for dune and causeway protection.
  - **Evidence-Based Decisions:** Options analysis and recommendations to guide Council.
  - **Future Funding Opportunities:** Strengthens applications for federal, provincial, and other funding programs.
  - **Alignment with Existing Initiatives:** Builds on CCC and AIM work, integrating hazard assessments and sustainable planning.
  - **Enhanced Community Safety & Resilience:** Protects residents, infrastructure, and town assets from flooding, erosion, and storm damage.
  - **Nature-Based Solutions:** Encourages sustainable approaches that preserve dune ecosystems.
  - **Public Engagement & Transparency:** Ensures residents are informed and involved, promoting community support.
  - **Actionable Next Steps:** Moves Lockeport from assessment to implementation-ready solutions.
- 

## 5. Recommendation

### **Suggested Motion:**

*That Council authorize staff, in collaboration with CCC and AIM Network, to prepare and submit an application to the Federation of Canadian Municipalities' Green Municipal Fund – Adaptation in Action program for a feasibility study on dune restoration and causeway protection, recognizing this as a critical step to safeguard the community's transportation link, reduce flood risk, and position the Town to secure up to 90% funding for future implementation.*

### **Rationale:**

This feasibility study represents a strategic, cost-effective step to enhance Lockeport's resilience to climate change. It builds on prior hazard assessments and planning (including CRIS, CCC, and AIM work), ensures adaptation measures are evidence-based and technically sound, and incorporates public engagement to support community-informed decision-making.

(21)

### Council Status Report: September 2025

Mayor Derek Amalfa

**Meetings Attended:**

<i>Date</i>	<i>Committee</i>	
September 4	MDS Special Council Session re: C&D Site	
September 8	Shelburne County Events Committee	
September 8	Shelburne County Arena Committee	
September 8	CED Society	
September 10	CCC Onboarding	
September 11	Shelburne Co Events Committee	
September 8	DNR - Beach Ramp Accessibility	
September 12	Town of Lockeport Council	
September 15	Roseway Manor Board Meeting- Mahone Bay	
September 15	CBCL - Wastewater Project	
September 16	Lockeport Heritage, Tourism & Culture	
September 16	Communities on the Move Check In	
September 17	Shelburne Co - Mayors, Wardens, CAO's	
September 20	Welcome Neighbour Event - Shelburne	
September 21	Legion Breakfast	
September 25	Shelburne Co Climate Action Committee	
September 26	Town of Lockeport Council	
September 29	Myra Media - TDAP	



## Meetings attended September 2025

- 02- Met with Nick Stewart Playground Pad (Seacaps Park)
- 08- NS Health Quarterly Meeting (online)
- 08- Rec/MYM Committee (Council Chambers)
- 12- Regular Council Meeting (Council chambers)
- 16- Lockeport MYM Check-in (online)
- 17- Shelburne County Leadership Meeting (Council Chambers)
- 23- MYM Budget meeting (Office)
- 23- Seniors Bingo (Rec Center)
- 25- Special Meeting Shelburne County Housing (Municipality Shelburne)
- 26- Regular Council Meeting (Council Chambers)

Anna Chetwynd, Deputy Mayor

Town of Lockeport

[annachetwyndlockeport@gmail.com](mailto:annachetwyndlockeport@gmail.com)

## Recreation Committee Meeting Minutes

Date: August 11, 2025

In attendance: Anna Chetwynd, Benn Himmelman, Derek Amalfa, Janice Fiske, Sue Crosby, Dawn DeMings, Candace Malik, Connie Lamm, & Will Brown (visitor)

Absent: William Chetwynd, Rhiannon Hinerman, Emily Swim, & Mary Meagher

Minutes from July 7<sup>th</sup> meeting approved

**Presentation by William Brown.** William is a new 31-year-old resident of Sable River. He indicated that he has a recreation degree and considerable recreation experience, including coaching basketball and working with children via the YMCA. He said he usually volunteers for community recreation events and would like to become involved with the Town of Lockport recreation. Council suggested he also speak to the two schools about his involvement. His email address is williamdbrown19@gmail.com

### **Old Business.**

Bike camp was discussed and council decided that it was a great success. “Kids say they want to do it again.” Additionally, Beach Bash 1 was also decided to have been a huge success. Lastly, it was announced that youth soccer was still happening on Saturday.

### **New Business.**

Updates for Make Your Move Lockport (MYML): It was announced that Connie Lamm has joined the MYML team. Anna, Derek, Benn, June, and Connie had a budget discussion meeting earlier this Monday (August 11<sup>th</sup>). They have a meeting with Elaine Shelton on Wednesday (August 13<sup>th</sup>).

Additionally, the elementary school play pad proposal was discussed, and it was decided that a specific plan is needed with a precise deadline before a cheque can be written.

Derek updated group that there is about \$15,000 left in the MYML budget. Additionally, he announced that the main items that would be presented to Elaine at the budget meeting on Wednesday would be:

- 1) Trail related signs, e.g., so many km to walk this loop. The MYML committee decided to not purchase boardwalk banners
- 2) Equipment for trail committee. It was announced that MYML trail money would no longer go to a consultant to assess the Roods Head Trail. Instead, MYML trail money will be used as seed money for new trail committee with a broader purview, including improvements for Roods Head as well as trail improvements to the CNR trail parallel to Brighton Rd. Money would go towards the purchase of tools needed by trail committee volunteers.
- 3) To develop a Foodshare partnership. Within the line item of “movement by gardening”, a focus would be on growing “food” rather than basic gardening

4) That Connie would start organizing a Walking Market

Anna updated the committee that after these projects were addressed, the MYML committee would apply for the next \$50,000.00. One item that would be budgeted for the next grant would be a Mobi-mat for crescent beach to allow for easier access to the beach environment. There was some discussion as to if the Mobi-mat should be purchased during this grant cycle or the next. Due to limited budget, it was decided that the Mobi-mat would have to be purchased during the next grant cycle.

Playground. The Playground Design subcommittee presented that three companies submitted bids for the proposed playground rebuild, and that one company submitted three different bids (thus, five bids were reviewed). The committee met the previous Friday, and it was decided to offer the contract to Playground Canada. Playground Canada was informed that the cost must not go over budget. The bid by Playground Canada satisfied the Town's requirement for an adult activity component. There was an in-depth discussion about having the adult component nested within the larger children's playground or to have the adult component to the side of the children's playground. Anna informed the committee that having the adult component to the side would put project cost above the allotted funds.

There was discussion that the Peace Hut needed to be removed because of misuse of space.

The Playground Fundraiser subcommittee (Jan, Sue, Dawn) presented that 127 animal images had already been sold, raising \$20,000 towards the playground.

Dawn presented that there would be a ball tournament the first weekend of October as a fundraiser for the playground. The tournament would consist of a round robin between four to six teams. Dawn requested that the portable toilet be at the field until after the tournament. Anna brought up that the tournament might interfere with MYM evaluation by Dalhousie University. Motion about the tournament would be made during September Recreation meeting.

Tennis/Pickle Ball court maintenance. It was announced that 271 people used the courts from July 2<sup>nd</sup> to August 3<sup>rd</sup> for pickle ball and that they were also heavily used for tennis. Sue suggested that we need to get total numbers (tennis and pickle ball) to say how much it is used and that people who use something need to take ownership and help maintain.

Lockeport Open. Bevin and Fran organized it and that roughly 20 or 25 people had already signed up. Bevin and Fran would like for the organization of this event to be transitioned to someone else for next year.

Beach Bash 2. Emily has been working hard on it. She sent a flier for the committee to see. Tim Ryno is the sponsor for the event. Sue will be doing a 50/50 for it. Emily received the

volley balls and a new volleyball net. Volunteers are needed to move stage. The climbing wall will be set up by the beach centre lobster trap. The rental of the climbing wall was paid for by MYM.

Daycare. Emily Roy has opened a new daycare in town and has asked if she could buy the children's tables and chairs in recreation centre. It was discussed that the town needs to do an inventory of equipment before any equipment could be sold. Additionally, some children's tables and chairs will be needed for subsequent town events. Lastly, Julie still needs to remove some things from the pre-school.

Sue brought up that some town market tables were not returned to the green room and that in the future people should have to sign out tables.

Stacey will schedule programming for school gym. It was suggested that she should see if there is a time slot for Will Brown.

Volunteer of the month nomination. The committee hopes to have nomination for September meeting.

Next meeting September the 8th.

There was a motion to adjure.

Town of Lockeport Recreation/AYM Committee Meeting  
Council Chambers  
September 8, 2025

Present: Deputy Mayor Anna Chetwynd, Connie Lamm, Will Chetwynd, Sue Crosby, Dawn DeMings-Taylor, Jan Fiske, Benn Himmelman and Recording Secretary Mary Meagher

Regrets: Mayor Derek Almalfa, Councillor Candice Malik  
Absent: Emily Swim

Meeting commenced at 6:04 pm

Approval of agenda was moved by Will, seconded by Jan. Motion carried

Approval of Minutes of August 11<sup>th</sup>, 2025 was moved by Sue, seconded by Dawn with amendments. Motion carried

No presentations tonight.

Old Business: Anna thanked Sue, Dawn, Jan, Emily and Mary, she stated that she was very impressed with the work this committee has done. Sue in turn thanked Anna and Kevin.

School Update: volleyball tryouts were today as well as soccer. There will be Junior soccer mixed and both senior boys and girls. Anna will speak to Natalie Meisner concerning the drop-in basketball that she hopes to run. Stacey is the gym use contact and key holder. Anna suggested a drop box for fob. Jennifer Harlow plans to have a golf program.

**Make Your Move:** Anna stated that Elaine Shelton requested that a budget be provided, monthly meetings with individual groups and one collective meeting monthly. The end of March for the \$15,000 remaining in this period and the end of 2027 for the final \$50,000. She wants to see more social media postings. Connie has started gmail to have all information together for longevity. Also Instagram can be used. She will check out what the other groups are doing. Need to check into the media release form. Repaint crosswalks or add others and cut back some bushes. Budget: signage for trail heads, Connie showed us some examples, larger ones for Col Lockes, Trestle Trail, Crescent Beach etc. She will talk to Ulrich and add wooden framing etc., with a centre of town map sign showing distances between the locations to be put under the digital sign on the Seacaps Lighthouse Stage building. Possible product for signs could be the same as used on the park murals. It is durable, long lasting, easy to read and not too expensive.

**Trail Committee** for equipment for volunteers to be used on the trestle trail between Jones Firth Road and Chetwynd Lane. Form a group that will maintain this area thru MYM. Sue suggested a dual partnership with the Heritage and Tourism Committee and MYM for signage with the already established locations. Perhaps add a “you are here” map with a QR Code telling the distance to the next sign.

**Gardening:** Suggestions around planters, food share, possible locations and concerns of vandalism.

**Turkey trot:** Howe Street October 12<sup>th</sup> from 10 am to 2 pm with a budget of \$1000.00. The MYM tents will be used, give out swag, do volunteer recruitment. Sue suggested being very clear with what you wish for them to do. What are the volunteers interested in?

School Play pad: \$10,000.00 to be moved to the next phase of MYM. Connie will go over the budget with Council on Friday Sept 12<sup>th</sup>. Anna said Elaine could make a presentation to Council or this committee if requested. There could be a special meeting if necessary. Provide pictures from Beach Bashes and Car Show, perhaps contact Jeff Woods for approval to use his drone videos of these events.

The fundraising committee suggested painting the shanty trims to match with the colours of the murals. They volunteered to perform the work.

New Business: Volunteer Awards Nov 5<sup>th</sup> in conjunction with Heritage and Tourism Committee. Anna will work on certificates for Volunteers.

Christmas by the Sea: Craft Fair Nov 15<sup>th</sup> is full. This to be held at the Firehall. Santa will be in attendance, food, 50/50, etc. This is being organized by the "Big Beach Market" organizers.

Gym usage: As mentioned above Stacey Garron is the contact, details to follow.

Volunteer of the Month Nominations: Sue had two recommendations to go to Council for September – Pastor Tim Garron and for October – Joann Swimm.

Next Meeting to be held Oct 6<sup>th</sup> at 6 pm at the Council Chambers.

Meeting adjourned at 8:06 pm.

Reports for the Month of September 2025

C. Hillen, Councilor

<u>Date</u>	<u>Action</u>	<u>Time</u>
Sept 02/25	Home Office Work- Newsletter piece draft and submit	2 hrs
Sept 04/25	Municipality of Shelburne- C&D Waste site Forum	
Sept 5/ 25	Regular Council Meeting- Lockeport	
Sept 7/25	Resident concern- non-reportable and addressed	
Sept 9/25	Met with Crescent Beach Supervisor and visit CBVIC.	
Sept 10/25	Taking of site dimensions-Accessible Ramp	30 mins
Sept 11/25	Meeting (video conference) with MOE re: Accessible Ramp	
Sept 11/25	Home Office Work- HTC Agenda prep and distribution	2 hrs
Sept 12/25	Regular Council Meeting- Lockeport	
Sept 15/25	MacLeod Group Manor Tour and Meeting - Mahone Bay	
Sept 16/25	Heritage & Tourism Committee (TC) meeting – Lockeport	
Sept 23/25	Eastern Shelburne Accessibility Committee- Shelburne- Regrets	
Sept 23/25	Assisted with Seniors Bingo – Lockeport	
Sept 25/25	Home Office Work- Review of TDAP bids & SC Policy revision	3hrs
Sept 26/25	Regular Council Meeting	
Sept 29/25	TDAP interview with bidder – audio for myself	
Sept 30/25	Home Office Work- Review and Response prep to the "Exploration of Municipal Restructuring and MJSOB" draft.	4 hrs

Personal Choice attendance to community events and or workshops. (Supported but did not organize, participate, assist or volunteer)

Sept 6/25	Attended and support the Annual Crescent Beach Car Show
Sept 21/25	Attended and support the Royal Canadian Legion Breakfast

**Town of Lockeport Heritage and Tourism Advisory Committee**

**Tuesday, September 16th, 2025**

**Lockeport Town Council Chambers at 6PM**

Present: Craig Hillen, Connie Lamm, Nicole Stephens, George Benham, Tim Rhyno, Derek Amalfa, Emily Swim, Rudy Sommer

Regrets: Gabe Buchanan

Call to Order at 6:10 pm

Approval of Agenda - **Derek Amalfa moved, Tim Rhyno seconded. All in favour.**

Approval of Previous Minutes – Minutes from August 19th, 2025 meeting - **George Benham moved, Rudy Sommer seconded. All in favour.**

**Welcome to our New Members**

We welcomed our new committee members: Nicole Stephens, Rudy Sommer and Gabe Buchanan. We went around the room for brief introductions and Craig provided a summary of the committee, how it was started, goals and the composition which includes community members from District 6 & 7 also.

**Recognition and Appreciation Awards**

Emily will compile a list of the businesses that have been recognized thus far and provide that list to June Harding so that ‘Love Lockeport’ certificates can be printed and framed for the awards ceremony.

The awards event will be held at the Community Fire Hall on Wednesday November 5th, 2025. The committee chair and Mayor will present awards to the Love Lockeport recipients, while the Recreation Committee Chair will present awards to community volunteers identified by their committee. Light refreshments will be available.

**Accessibility Ramp at VIC Beach Centre**

Craig provided updates regarding meeting with representatives from the Nova Scotia Department of Environment and the Species at Risk Coordinator. They have been verbally supportive of the proposed 65 foot concrete ramp to be installed at the main entrance to the beach near the Beach Centre. Nick Stewart, who will be doing the work, estimates that it will take around four days to build the forms and pour the concrete. This work will hopefully take place mid October, 2025.

Two Mobi-Mats are going to be purchased through the final installment of the Make Your Move grant. These mats will be 35 feet and 55 feet in length and will aid in the accessibility

of wheeled mobility aids to access the beach. There has been discussion to also purchase a machine that will roll the mats up and these three items will cost around \$10,000.

### **Roods Head Park Updates**

No updates currently. The provincial fire ban is still in effect and the Park remains closed at this time.

### **Interpretive Signs Sub-committee**

Derek reported on this item. There is money through the Make Your Move grant and the Town of Lockeport to purchase new interpretive signage. Connie has reached out to Ulrich for an estimate on the cost of each sign which is going to cost around \$550.00 per sign.

The sub committee will figure out the designs, quotes, locations, movement signs (MYM), and heritage and cultural significance information for the interpretive signs.

Adding QR codes for accessibility (different languages, reading) would add to the technology aspect for five to ten years into the future.

MYM money needs to be spent by the end of March 2026; there is currently \$6000 from that grant budgeted for this project.

The sub committee currently consists of Connie Lamm, Rudy Sommer, Emily Swim, Derek Amalfa, Jeff Wood and Braden Chetwynd.

### **Lockeport Cenotaph Restoration Sub-committee**

Craig has spoken with Dave Holdaway of the Lockeport Legion and he is currently speaking with their members to see who would also be interested in helping with this initiative. Dave mentioned that they are possibly starting a darts night to help with some fundraising efforts.

Connie will help with checking out different grants that could aid in the cenotaph restoration. Nicole will ask her husband Chad about stone masons that we could request a quote from.

The sub committee currently consists of Craig Hillen, Nicole Stephens, Connie Lamm, Derek Amalfa, and Dave Holdaway.

### **CBC Radio-Canada**

Tim spoke with Edsel Roache and he is interested in participating.

George reached out to Hilton Chymist and although he loved the idea he had to decline the invitation.

We are still looking for another person, but in the meantime Derek will provide Edsels contact to CBC to be in touch.

### **Tourist Site - Little Mermaid of Lockeport**

Craig provided the background information on this project idea to our new members.

Tim has reached out to DFO and they have clarified that fishermen are allowed to mark any rocks, shoals, etc that would aid in navigational help. He mentioned the possibility of adding a light to the Mermaid as long as it is the appropriate colour. Tim got a quote that said it would be under \$1000 to have the carving made, fibreglassed and gel coated, etc. Tim will invite the carver, Sam Nickerson, to the next meeting.

Craig suggested that the naming of the mermaid could be put to a vote that could be opened up to town residents. The Mermaid would be there to remember anyone lost at sea, not just fishermen.

Nicole brought up the idea of getting the Lockeport Elementary school children involved to add a youth aspect and the kids could help with picking the name and also a reading of the story that Craig wrote to the school kids so that the kids are part of the whole process.

### **Overnight Camping at the Beach & Westhead**

There was much discussion around the overnight camping that has been taking place at the Beach Centre and turn around spot that is owned by Katherine Slack throughout the summer. There has never been a proper written up agreement with Katherine Slack for the use of her property at the beach turn around. This poses possible liability issues and could even pose a threat of injury lawsuits if something were to ever happen there.

Rudy brought up the use of the Overlander website where the Beach Centre was posted as a boondocking camping site in 2023 and the reason we have had some many campers using the area since then. There are also concerns of what type of things visitors could be searching for on the open WIFI network at any time and Rudy suggested purchasing a timer for the WIFI to turn off at a set time each day.

It was suggested that making guests that would be staying in the parking lot overnight register then it would add responsibility if staying in the area. There could be designated spaces created for overnight guests and once those are full then no more can park for the night.

Identified concerns over RV's camping overnight were:

- Garbage

- Dumping of waste
- Use of washrooms

## **New Business**

### **Tourism Digital Platform (TDAP)**

This grant was applied for as a community and has been awarded in the amount of \$15,000 for updating of the Town of Lockeport website.

Some suggestions for what should be included in the website were:

- Rotating pictures and videos
- Photo galleries - recent & historical
- Committee logo
- Events calendar - updated regularly
- Interactive maps
- Newsfeed
- Link with other tourism sites
- Visitor Information Centre info
- Lighthouses - history
- Community bulletin board - events
- Options for rental facilities in the Town
- Vendors permits
- Streamline payment online to remove barriers

### **Summer Tourism Recap & Council Report Presentation**

Derek discussed providing numbers to establish a starting point and then creating goals for future years. This information would aid in understanding how the Town of Lockeport could better support tourism and businesses in the community. We need to identify the barriers and have facts and evidence to support claims.

Connie reported that we have only had 13 responses to the online tourism survey so far and thinks that it would be more successful if we did share it online. Derek suggested that we post it through the Town Facebook page and then people can share it from there. She also suggested having a table set up during the MYM Turkey Trot event that is taking place on Sunday, October 12th, 2025, where a tablet would be set up that people could use to answer the survey.

### **Lockeport Committees Realignment of Advisory Responsibility**

Craig proposed a future model and recommendation to council for clearly defining the advisory responsibilities of the Heritage & Tourism Committee and the Recreation Committee. The proposed model suggests that the Heritage & Tourism Committee would oversee all heritage sites and tourism events, including responsibility for historic landmarks, cultural festivals, and visitor engagement. In contrast, the Recreation Committee would manage parks and recreational activities, specifically overseeing sports facilities, playgrounds, and community recreation programs. By outlining these distinct areas of focus and functionality, it would be beneficial for Town operations and the community at large to have council formally establish, through committee recommendation, which committee is responsible for specific areas, locations, and events. This clarification will help ensure efficient management and accountability while supporting the Town's strategic objectives.

Committee members will look over the proposed document and develop thoughts and ideas for discussion on this for the next meeting. This will aid in forming recommendations for the town council.

### **Nova Scotia Power Grant**

Connie Lamm brought up a grant opportunity through Nova Scotia Power that she could apply for on behalf of this community that rewards up to \$20,000 that would be used towards grass root initiatives within our community that could have lasting positive effects for the town. The due date for this grant is November 14th, 2025. This will be an agenda item for the next meeting and Connie will email the specifics for the grant to the committee to read over.

### **Next Meeting**

The next meeting will be Tuesday, October 21st, 2025 at 6pm in Lockeport Town Council Chambers.

**Adjournment at 7:50pm.**

## **Accessibility Advisory Committee Meeting Minutes**

Tuesday September 23<sup>rd</sup>, 2025

Start time: 3:00 pm

(In Person Meeting)

**In Attendance:** Adam Dedrick, Holly Perry, Jessie Dyer, Michelle Vacon, Catherine Jones, Wanda Buchannan, Therese Cruz

**Regrets:** Craig Hillen, Eric MacIntosh, Ron Coole

**Call to Order:** Meeting was called to order by Therese at 3:04pm

**Agenda Approval:** Meeting Agenda was reviewed aloud. Approval of this agenda was moved by Wanda and 2<sup>nd</sup> by Michelle.

**Minutes of Previous Meeting:** Meeting minutes from May 27<sup>th</sup>, 2025, were reviewed and approved electronically. This was moved by Michelle, 2<sup>nd</sup> by Wanda.

### **Business:**

- a) Implementation Plan Update:** Adam gave an update. Each municipal unit reviewed the plan and indicated specific action items for each area. The municipality of Shelburne has highlighted 8 action items to focus on, and the Town of Shelburne highlighted 9 action items. These action items were reviewed.
- b) Equity & Racism Plan Update:** Adam gave an update. The first draft of the plan is completed and has been reviewed by an advisory panel. Staff and Councilor surveys will be conducted for all 3 units next. A summary of the data collected from these surveys will be gathered and added into the plan. The goal is to have the final draft of the plan presented to all 3 council units by November 2025.
- c) Committee Membership:** Currently there are some vacancies on the Accessibility Advisory Committee that need to be filled. Municipality of Shelburne needs a community member and Town

of Lockeport needs 2 community members and a staff representative. Advertisements for these vacancies will be created and circulated. All committee members agreed to keep these vacancies in mind in the event they know someone who may be interested or a good fit.

**Other Business:**

- a) There was no other business

**Next Meeting Date:** Tuesday January 27<sup>th</sup>, 2026, from 2:30-4:00pm at the Municipality of Shelburne building.

Meeting Adjourned 3:40pm.

36

Meeting attended

Councillor Chetwynd

Sept 5th - region 6 solid waste

Sept 12th regular council meeting

Sept 26th regular council meeting

**Councillor Malik September report:**

**1st to 10th** - focused gathering and creating pieces for Town bi-annual newsletter

**4th** - attended the MOS special Council meeting re: C&D site. The MOS has extended the deadline to March 31st, 2026, while working on a long-term solution. More information to come as it develops.

**6th** - attended the Annual Lockeport Car Show. This year was the biggest I've seen, with cars not only in the soccer field, but also in the ballfield. I spoke to a couple who drove all the way from Chester to be at the event. Great turnout!

**8th** - Roseway Charitable Foundation board meeting. Focus was on the Gala at Clyde River Golf Club to fundraise for the upcoming new ultrasound machine.

**11th** - WCRL Audit & Risk meeting

**11th** - print & distribute 400 copies of the Town bi-annual newsletter

**12th** - regular Council meeting in chambers

**16th** - EAR panel meeting

**19th** - attended the Harmony Bazaar sponsored live musical performance at Seacaps Pavillion

**25th** - WCRL Board meeting

**26th** - regular Council meeting in chambers

Throughout the month, I went to a few of the Playpark Group Fundraisers at the Beach Center. The food was delicious and the vendors were enjoying themselves. It's worth noting, that there were two younger entrepreneurs added to the vendor list, which is so great to see. A job well done to this group for their hard work and dedication to the community!

# Library Report

## Quick arrival of holds a nice surprise

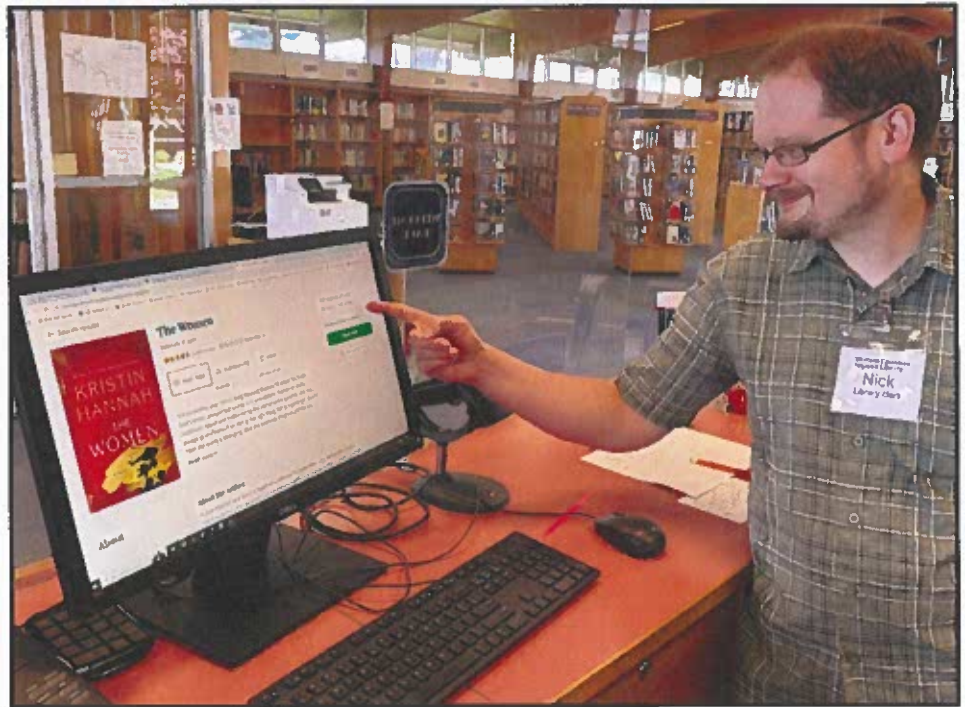
Library users waiting for their book or movie to arrive at their local library branch may be in for a pleasant surprise.

Their holds may arrive faster depending on the book's location, explains Yarmouth library clerk Nick Cook.

"The other day, a patron came up with an interesting question," he says.

She had placed a hold on a book in the library's SamePage online catalogue that had many other people with holds ahead of her.

"She thought it would be years before she got this book," says Cook.



Yarmouth library clerk Nick Cook points to the number of holds on the book **The Women** in the library's SamePage catalogue. A long list of holds may not be as bad as it seems.

**'She thought it would be years before she got this book.'** — Library clerk Nick Cook.

She was overjoyed to learn her book was in just over a month after placing a hold on it.

When she picked it up, she asked Cook why?

"The priority is to keep the book in the region," Cook says.

This means that if the book is part of a regional library's collection, members from that

region will get that book before it is sent to another region.

This is done to make the shared SamePage catalogue fair, efficient and functional.

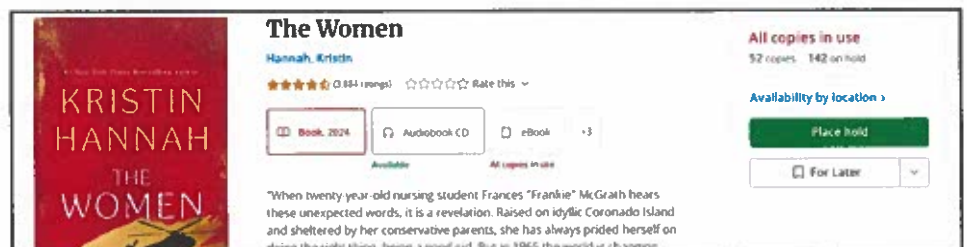
It also reduces expenses by saving time, and minimizing travel and shipping, Cook says.

Cook admits, seeing the long list of holds may be daunting,

but it may not be the whole story.

"It is a bit difficult to know how long it will be before they receive their hold," he says.

If the book or movie lists one of the 10 branches of Western Counties Regional Library as a location, the wait will probably not be as long.



The holds list appears very long for **The Women**.

# Unexpected tech help pleases visitors

A couple, Gerard and Irma, visiting Lockeport library found unexpected help when they needed it.

"We had a couple come in one morning who were visiting the area on a trip from B.C.," says library clerk Catherine Henneberry. "They each had tablets and were hoping to get some help with a couple of different things."

Henneberry said Gerard kept running into issues. He wasn't able to use several of the apps on his tablet because it hadn't been updated in some time.

He didn't have the storage space needed to update the operating system.

"He wasn't sure how to remove photos and other documents and was worried about losing them in the process," Henneberry says. "I was able to explain how it would work, and show him the steps to transferring items off the tablet and onto his laptop."

She also showed him how to put the items back on the tablet if he wanted, after it had been updated.

Gerard's partner, Irma, was trying to find emails that family members had told her they sent.

Henneberry helped Irma set up her email on her tablet. She then showed Irma how to search her inbox for family emails and view and download photos.

Irma's email folder was filled with unwanted messages. Henneberry showed her how to delete and unsubscribe from various junk mailing lists taking over her inbox.

"It was making it difficult for



**Lockeport library clerk Catherine Henneberry, pictured reading a story to school children, was happy to help a couple solve their computer issues.**

her to find important emails," says Henneberry. "We also went over how to send her own photos from the trip to her friends and family at home."

The level of service surprised and pleased Gerard and Irma.

At their library in B.C., they have to arrange to meet a dedicated technology support person, Henneberry says.

A few days later, they returned to the library to get help setting up a video call with their son.

"After walking them through the steps and writing it out on a page, they went on their way," Henneberry says.

"I had a visit from Irma the next day to let me know that they were able to do the call the night before. She thanked me for helping them connect with their family while they're away."

"We help people with that type

of stuff fairly often here, so it was nice to hear that the service is appreciated," Henneberry says.

While Henneberry's knowledge proved helpful at the Lockeport library, it is not a service that is offered regularly at the library's 10 branches at this time.

The library does offer specialized programming at its branches on apps and cybersecurity, one-on-one device help, fraud prevention, accessing online health services and more.

These are set programs that are being run this fall and beyond.

Those interested in attending these programs can learn more by visiting the library website's events calendar at [westerncounties.ca/events-calendar/](http://westerncounties.ca/events-calendar/).

# Letter of appreciation sent to Weymouth staff

Dear Marguerite & Michelle,

What a joy it was to meet you and have our team of six artists at the Jenny Family Residency find so much helpful information and friendly staff at the Weymouth Waterfront Library. Because we had no Internet on the property, you became our source of connection to our regular lives and to the beautiful region around us.

Here is a little something I have written in thanks:

On July 5, six artists from the U.S. arrived at the Jenny Family Team Residency on Riverside Road.

This ongoing residency is offered through the Maine College of Art & Design in Portland, Maine to its alumni upon acceptance of application and quality of work.

The beauty of our time together was that I knew each artist well, but they did not know one another until we met. It was remarkable the way everyone got along like old friends. I had two things in mind when I invited them. One, that they were warm, nice people and that they worked hard on their art. This mix was a gift to me and to the group as we worked and shared ideas and artful thoughts each day.

Our true delight came in finding the Weymouth library where we could connect with our ongoing lives at home and learn about the region. (Library staff) Marguerite and Michelle became friends instantly and were so helpful. They became reliable sources of information and Nova Scotia culture. The library was crucial to us and our experience.

The artists also enjoyed meeting other rug hookers in the area, going Plein Air painting with one of the art guilds, meeting the Blue House art curators, enjoying the Friday night music and hot dogs, going fishing with the locals, eating at the Wheelhouse and Antonio's, and simply taking in the bay each day, recognizing the vast beauty and changing vistas of landscape. We are beyond grateful for such a rich experience and the openness of the Nova Scotia people.

Thank you so much for all you did to make our time in Weymouth warm, culturally insightful and helpful.

Sincerely,  
Mary Vaughan  
MECA & D MFA Alum - Team Leader of the Jenny Family Residency on Riverside  
Santa Rosa, CA & Hastings, NE

## AROUND THE BRANCHES

### Headquarters



Headquarters volunteer Mark Pitman, seated right, receives a birthday cake and card from library staff on Wednesday, July 9. His birthday is July 11, but he volunteers only on Wednesdays.

### Barrington



Food security programs have been on the menu at Barrington library, including the one pictured above, Healthy and Hearty Summer Salads with Kate Giglio from Mind's Eye Baking in August. There have been monthly gardening talks and a series on canning.

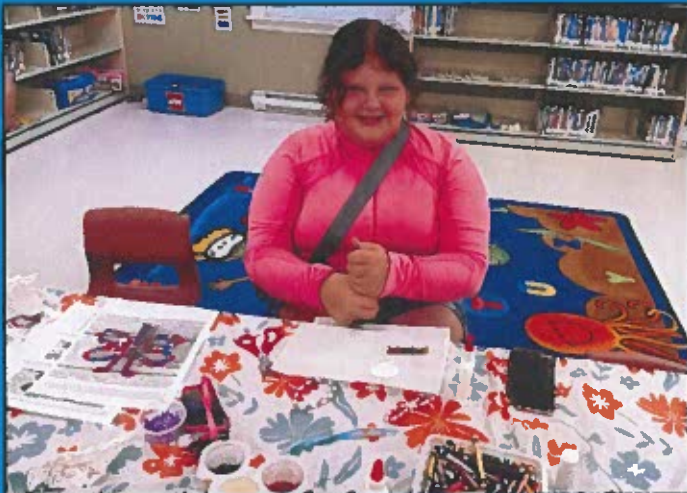
# AROUND THE BRANCHES

## Clare



A good crowd took part in the Sea Glass Jewelry program at the Clare library on Sept. 16. The group learned how to make pendant earrings and necklaces with sea glass.

## Clark's Harbour



Children created colourful butterflies with beads at Clark's Harbour library on Aug. 22.

## Digby



The Digby library received some new toys for the children's section. The addition of the new toys made it possible for the staff to start a children's play group program this fall.

## Shelburne



Camp SuperNOVA science camp at Shelburne library was a hit while educating young participants through a week of fun science-themed activities.

## Westport



The Fibre Group at Westport library provides a creative outlet and a chance for locals to socialize regularly at the branch.

## Yarmouth



Youngsters enjoyed the chance to use the library's Sphero robots to navigate the mini-golf course set up in the Yarmouth library on Aug. 27.

# Western Counties Regional Library

## Board Meeting Minutes

June 19, 2025

The regular quarterly meeting of the Western Counties Regional Library Board was held on Thursday, June 19, 2025 in the Community Room of the Izaak Walton Killam Memorial Library building in Yarmouth, Nova Scotia.

### Present:

- Councillor Sherry Thorburn Irvine, Board Chair, Municipality of Shelburne.
- Councillor Kathy Bourque, Municipality of Argyle.
- Councillor Réanne Evans, Municipality of Clare.
- Councillor George Manzer, Municipality of Digby.
- Councillor Phil Mooney, Municipality of Yarmouth.
- Mayor Clay Kenney, Town of Clark’s Harbour.
- Councillor Elizabeth Acker, Town of Shelburne.
- Councillor Belle Hatfield, Town of Yarmouth.
- Clifford Hood, Yarmouth Public Library & Museum.
- Erin Comeau, Secretary – Treasurer.

### Present via Zoom:

- Councillor William McCormick, Town of Digby.
- Councillor Candace Malik, Town of Lockeport.

### Regrets:

- Councillor Amy MacKinnon, Municipality of Barrington.

### 1. Call to Order.

The Board Chair, Sherry Thorburn Irvine calls the meeting to order at 2:12 pm. and welcomes everyone to the meeting.

**2. Adoption of the Agenda.**

There being no additions to the agenda, Phil Mooney moves and Belle Hatfield seconds the adoption of the agenda. Motion carried.

**3. Minutes of the Previous Meeting.**

The minutes of the March 20, 2025 board meeting are circulated.

Erin addresses edits, correcting the dates and spelling. Belle Hatfield moves and George Manzer seconds the approval of the March 20, 2025 board meeting minutes, with corrections. Motion carried.

**4. Business arising from the minutes.**

4.1 Communications RE: Library Funding (See 10.2)

This item will be addressed later in the meeting.

**5. Chair's Report.**

Sherry Thorburn Irvine reads her report. She calls for councillors to advocate for libraries in consultation with Erin. She also reports that the Library Boards Association of Nova Scotia (LBANS) has dissolved. Each region will receive some funds from LBANS once the dissolution is complete. These funds have not yet been received and discussions on how to spend the funds will be addressed later in the meeting.

**6. Director's Report.**

Erin expresses her concerns over informing stakeholders about the upcoming service reductions due to inadequate funding. More about public relations will be discussed later in the meeting. She reviews the Management Activities 2024-2025 Annual Report. She points out that her and Shannon will likely not be able to accomplish much this year in terms of new projects since they will be doing the bookkeeping while bookkeeping services are reviewed.

**7. Financial Statement.**

The May 31, 2025 Financial Statement was circulated. Erin makes a note that this will be the format that the board will be receiving financial reports going forward. Clifford

Hood moves and Candace Malik seconds to accept the May 31, 2025 Financial Statement as submitted. Motion carried.

**8. Review of Proposed 2025-2026 Budget.**

The Audit, Risk and Finance Committee presents a balanced budget which includes reductions in book/materials purchasing and branch coverage hours. Candace Malik expresses concerns over the potential frequency of closures in one-person branches if coverage hours are significantly reduced. Erin explains that these closures are already happening when there are staff shortages. The reduction in coverage hours will be considered regionwide and all efforts will be made to fairly allocate available coverage hours for planned absences.

Clifford Hood moves and Phil Mooney seconds the approval of the 2025-2026 Budget as presented. Motion Carried.

**9. Review of Plain Language Policies.**

The plain language translations for the Art Exhibit Policy, Community Rooms Policy and Fax Charges Policy are reviewed. Belle Hatfield moves and Phil Mooney seconds the approval of the plain language policies as presented. Motion carried.

**10. New Business.**

**10.1 Management Activities 2025-2026.**

Erin presents the Management Activities for 2025-2026. Kathy Bourque moves and George Manzer seconds the approval of the Management Activities 2025-2026. Motion carried.

**10.2 Board Communications regarding funding situation.**

A discussion is held on the WCRL Communications Strategy that Erin previously circulated. Erin asks the board to review the letter for municipalities. A few edits are made.

Erin recommends that the funds that WCRL will receive from LBANS be used to hire a Public Relations Consultant to help develop a stakeholder communications strategy in response to current funding challenges and what these challenges could mean for the future of library services in the region. Candace Malik moves and Kathy Bourque seconds that the funds from LBANS be used to hire a Public Relations Consultant to help Erin develop a stakeholder communications strategy. Motion carried.

A discussion is held on Nova Scotia Federation of Municipalities (NSFM) role in moving the library funding review forward. Sherry Thorburn Irvine encourages board members to get their councils to send directives to NSFM to advocate for libraries.

**11. Other.**

Kathy Bourque, Chair of the Audit, Risk and Finance Committee, reports that the ARF Committee had a pre-audit meeting with Andrew Perkins (White Perkins Associates) on April 14 to discuss the 2024-25 audit. The committee met again with Andrew on June 5 to review the draft financial statements. They also reviewed the proposed 2025-2026 budget, management service awards and mutual funds.

Kathy Bourque moves and Clifford Hood seconded the management service award for the public relations manager be paid in full at the value of his retirement date. Motion carried.

Kathy Bourque moves Elizabeth Acker seconds the remaining managers be paid out their management service award based on the obligations accrued as of March 31, 2025 financial statement. Motion carried.

Kathy Bourque moves and Clifford Hood seconds the RBC Select Very Conservative Portfolio – Series A Fund Charitable Association be transferred to the Literacy Legacy Fund. William McCormick indicated a conflict of interest and abstained from voting on this motion. Motion carried.

**12. Around the Table.**

None

**13. Next Meeting.**

The next quarterly board meeting will be held on Thursday, September 25, 2025 at 1:00 pm in the Community Room of the Izaak Walton Killam Memorial Library.

**14. Adjournment.**

The meeting adjourns at 3:15 pm.