



**TOWN OF LOCKPORT  
COUNCIL MEETING  
FRIDAY, NOVEMBER 28, 2025 AT 1:00 P.M.  
AGENDA**

1. Call to order
2. Silence Electronic Devices
3. Approval of Agenda, including additions or deletions

**Staff Suggested Motion: That Council approve the agenda for the November 28, 2025, meeting as presented/with the following additions/deletions**

4. Conflict of Interest
5. Approval of Minutes of October 10, 2025, Regular Council Meeting

**Staff Suggested Motion: That Council approve the November 14, 2025, meeting Minutes as circulated.**

6. Business arising from previous Minutes

All business was dealt with at the previous meeting.

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

There are no presentations scheduled for this meeting.

## 9. Department Reports

- Public Works Department Report (Page 1)
- Administration Report (Page 2-3)
- Crescent Beach Centre Staff Report (Page 4-7)

## 10. Finance

- List of invoices already paid in the amount of \$269,828.31 (Page 8-9)
- Christmas Decorations (Page 10-12)

## 11. Other Business

- Youth Summit, NSCC Burrige Yarmouth Campus (Page 13)
- Theatre Arts Group at Crescent Beach Centre (Page 14)
- Letter from George R. Harding (Page 15-16)
- Policy L-002 Review (Page 17-25)

## 12. Committee Reports

## 13. Correspondence

- Correspondence between Town Clerk's and Anne Piece RE: Motion 10-24-25-04 (Page 26-27)
- Invitation to Dedication Ceremony for Mike Shand (Page 28)

## 14. Information Only

## 15. Date of next meeting

- Friday December 12, 2025, at 1:00 p.m.

## 16. "In Camera"

## 17. Adjournment

Regular Council Meeting 11282025agd.



## PUBLIC WORKS DEPARTMENT OCTOBER 2025

- REMOVED 'NO PARKING' SIGN POST DOWN BESIDE DRIVEWAY AT JOE ATKINSONS' (PREVIOUS OWNER)
- INSTALLED PLYWOOD SHUTTERS ON DUGOUTS
- HUNG PAINTINGS AND PICTURES IN COUNCIL CHAMBERS
- INSTALLED, GREASED, OILED ETC. SALT SPREADER ON 1,1/2 TON TRUCK
- CLIPPED BRIERS BACK AT CENOTAPH AND SUPPLIED TWO BENCHES FOR REMEMBRANCE DAY SERVICE
- TOOK PAVERS AROUND TH SHOW EXACT SPOTS FOR PAVING AND PATCHING
- TARPED AND STORED OLD UV MACHINE AND OLD SALT SPREADER
- HAD TIE ROD WORK DONE ON ONE TON TRUCK
- REPLACED BOARDS ON GAZEBO AND HAD LIGHT PUT IN AS WELL

**ADMINISTRATION REPORT  
COUNCIL MEETING  
NOVEMBER 28, 2025**

**BUILDING PERMITS ISSUED 2025/2026 FISCAL YEAR**

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

**TAX COLLECTIONS**

As of October 20, 2025, taxes are as follows:

2022 & prior = \$35,582.24

2023 = \$17,013.16

2024 = \$36,904.43

2025 = \$155723.32

**Total taxes are \$245,223.15**

**Outstanding Sub-Lease account**

The total owed on this sub-leased account is \$25,206.57 plus \$19,354.09 interest.

The total outstanding taxes on the gear shed accounts is \$3,082.39 plus \$2,387.41 interest on four Gear Sheds. Three of the four gear sheds are owned by the same person.

**Mayors/Wardens/CAO's Meeting**

Mayor Amalfa, Councillor Anna Chetwynd and I attended the meeting in Barrington Passage this month.

**Wastewater Treatment Plant Upgrades Project**

The Department of Municipal Affairs has been on site to do a final report on the Sewer project and as soon as the temporary discharge location becomes permanent it will truly be complete. It is my understanding that Dave Trudel (CBCL Engineering), is waiting on the Department of Natural Resources for confirmation that this location can become permanent. I have also received the renewal license for the operation of the sewer plant which covers us until 2035.

## **Play Park**

The trees that needed to come down have been removed and the play park equipment has been unloaded and installed. Many thanks to Council, staff and volunteers that made this all happen and go so smoothly. It is a beautiful play park. We have received word from our Insurance Company that we are good to open after the perimeter is finished. I am hoping that will be within the next two weeks.

## **Old Son's Ballfield Project**

Eastern Fencing are coming this week to install the new gates at the athletic fields. The ballfield did not need to be dragged again before Travis went off.

## **Boardwalk**

Mike Balish finished the work on the boardwalk. He did an outstanding job on the repairs and rail replacements. When we had the severe high tide a few weeks ago there was an issue with one of the supporting pillars out past the buoy, and Mike has already addressed that. As a matter of fact he came in to tell me about it and tell me that he would take care of it.

## **Crescent Beach Accessible ramp**

The ramp has been installed for wheelchair access to Crescent beach and it looks wonderful. I have heard many positive comments on it.

## **Sustainable Services Growth Fund Update**

I have submitted the final report on this fund. There is \$3,120.00 left to go towards the mobi mats when they are purchased.

Respectfully Submitted by:

June Harding-Town Clerk/Treasurer  
Town of Lockeport

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## **Recommendations for Crescent Beach Centre for the 2026 Season**

These are some of the improvements that I noted throughout the season that are necessary improvements and ones that would be great to work on for the 2026 season at the Crescent Beach Centre. I have listed them in point form from most important to least important in my opinion.

- Clean the moss off of the roof and see what damage there is to the shingles
- Replace rotten deck board in front of the accessible outside washroom
- Replace both shower heads and update the interior of the shower stalls and the door mechanisms
- Replace windows in cabana and the fix the missing siding on the cabana
- Fix flashing/face boards on the parking lot side of the centre
- Continue to move the remaining items from the Marine Annex to the Beach Centre with a priority on moving the large diorama
- New toilet seats for all 4 bathrooms
- Paint rust on the exterior doors
- Pressure wash the vinyl around windows to remove the moss
- Provide a colour printer or order new toner for the one that is currently there so that visitors can use it to print of travel information
- Remove old toilet paper holders and replace with simple ones that could holder 2 rolls at a time
- Fix up the netting inside of the outside lobster trap and clean up the over grown grass/plants inside of it
- New paper towel holder for inside washrooms as someone broke the one that was there
- New toilet bowel brushes for all four washrooms

***\*\*Pictures will be provided of the above mentioned items that need to be fixed\*\****

This season was a bit of a learning curve for me in my role as manager and also the supervisor of four student summer staff. I would definitely recommend Grace Garren and Gabe Buchanan to return for the 2026 season if they are interested since they took an active and positive role in the operations of the Beach Centre this summer. Grace Garren did an exceptional job of organizing every aspect of the Beach Centre; both offices, the rack cards and brochures, some of the artifacts in the baby barn and all the filing cabinets in both offices. She also created an awesome activity guide for kids that I hope we can get printed off in a larger quantity for the 2026 season.

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I do not feel that all four students were needed at the Beach Centre since it was a daily struggle to find things for them all to do while also maintaining what needed to be done for the Visitors Centre. Summer programming was a difficult aspect to cover since it required a lot of planning and I felt like I was spread too thin in some of the other areas of my daily work but we all tried our best to have things to offer for children to do this summer.

My recommendation would be for the Recreation Committee to take the lead with summer programming and separate the Beach Centre from summer programming unless it is directly connected to something happening at the facility. Beach Camp was very well attended and we averaged around 10 children each week and felt like it was something directly connected to the Beach and Beach Centre. We also had many children attend that were staying at the cottages on vacation. Below is a break down of what we did each week at beach camp:

#### Week 1 - Beach Glass - July 8

The weather wasn't great so camp took place inside; there were 12 children who attended. We hid beach glass all over the centre and the kids had to find it and collect it and place it in their treasure chests. They made a picture out of the seaglass to take home; the students helped glue their beach glass onto picture frames for them and the kids drew in the background of their frame to accompany their picture.

#### Week 2 - Piping Plovers - July 15

Outdoor camp; 10 children. We walked Crescent Beach and talked about the symbolic fencing that is on the beach to protect the Piping Plovers and their chicks. We used binoculars to look at Common Eiders and their chicks out in the water. We walked back up the beach to the entrance and talked about Piping Plovers and what their nests look like and then we played in the sand and each child made their own version of a piping plover nest. We went inside for snacks, reading and crafts. Kids coloured a piping plover picture and played with homemade play-doh.

#### Week 3 - Scavenger Hunts - July 22

Outdoor camp; 11 children. We walked the Beach, did two different scavenger hunts: one was about things on the beach and the other one was about garbage we sometimes find on the beach. The kids had some free time to play in the water and then we went back to the centre to have snacks and paint sea shells.

#### Week 4 - Learning about Lobsters - July 29

Outdoor camp; 11 children. We learned about lobsters and used the large lobster trap outside to explain how lobsters get 'caught'. Each child was asked their age and then

that determined what size lobster they would be. We made lobster keychains out of shrinky art. The children could then go get their picture taken with the lobster cutout outside the centre.

#### Week 5 - Sports Day - August 5

Outdoor camp; 9 children. The children were taken to the soccer field to play soccer, limbo and different games and have a snack. They then came back to the Beach Centre for a freezie to cool down and play on the beach.

#### Week 6 - Learning about Sea Creatures & Shells - August 12

Outdoor camp; 9 children. We learned about the different types of shells that we find on the beach and the types of creatures that live inside of them. We also learned about Moon Snails and how they make holes in the shells of other creatures and Hermit Crabs and how they use the empty shells for their home. We then went for a walk along the beach to find different shells, specifically the ones that have holes in them that the moonsnails make to make necklaces. We came back to the centre to make necklaces out of the shells and colour Hermit Crab colouring sheets.

#### Week 7 - Little School Museum Tour - August 19

Outdoor camp; 12 children. We walked along Crescent Beach to the Little School Museum and did a tour of the museum. The kids then explored the Seaman's Memorial site and checked out the diorama in the Marine Annex before walking back across the beach to the Centre. We had snacks and made laminated bookmarks. Then we went back out on the beach for free play.

#### Week 8 - Learning about the Wind - August 26

Outdoor camp; 10 children. The children learned about the wind and how hurricanes happen, since we just had Hurricane Erin pass by our coast. They learned about undertows and riptides and why it is so important to be safe at the beach and listen to adults when you are out in the water. They each made their own kite out of paper and string and then we took them out on the beach to try and fly them. We also played with a real kite and frisbees. We had snack time and then went back out to play in the water and make sand castles.

It would be nice to have Beach Camp again for the 2026 season with, whichever students are hired, taking a more active role in planning the camp and running it as part of their job for the summer. I think that if we are able to have different goals assigned to each student staff that they are required to fulfill for their summer employment it would give them something that they had to accomplish in the number of weeks that they are

hired. The summer staff had some good ideas throughout the summer months but some didn't seem to have the motivation to work on doing any of the ideas.

We also had some programming throughout the summer on Mondays happening at the Recreation Centre which would include a craft, snacks and freeplay. The summer staff preferred for this to happen inside since the following Tuesday was an outside camp. This type of programming could also be something that the summer staff are responsible for planning and running.

At the end of the summer we did try to fill the final week of August with programming from Monday, August 25th to Thursday, August 28th. Monday was the Recreation Centre programming, Tuesday was Beach Camp, Wednesday was Volleyball on the Beach (Olivia Swansburg planned) and Thursday was the Teddy Bear Picnic (Gabe Buchanan planned). Ruthmarie Adams was a huge help with the Tuesday Beach Camp that we put on as well as the Monday camp at the Recreation Centre and I think that collaborating with her and the work that she does at the Elementary School helped with the amount of children we had attend Beach Camp since she was able to send home permission slips with the kids before the school year was over so that they were aware of the programming.

My recommendation for Summer Programming would be to involve Ruthmarie Adams in the planning of it and get a schedule made up for the summer before the end of the school year that can be sent home with students so that parents are aware of some of the planned programming to increase how many kids are coming out to these events during the summer.

I think that we are definitely seeing more locals come into the Beach Centre during the summer months and it is a great facility that is being used more on a yearly basis and I hope that we keep improving upon it for future years.

LIST ON INVOICES ALREADY PAID TO BE PRESENTED AT THE NOVEMBER 28, 2025 MEETING		
AMALFA, DEREK	MILEAGE FOR NOVEMBER	71.18
BELL ALIANT	FAX, FIRE HALL KITCHEN, LIBRARY, SEWER, REC. CENTRE/EMO	615.74
BELL ALIANT	OFFICES, ELEVATOR	170.90
BELL ALIANT	FIRE DEPARTMENT	68.85
BELL MOBILITY	STREETS AND GEN. GOV'T	179.96
BELLIVEAU VEINOTTE	PREPARATION FOR FINANCIAL INFORMATION RETURN	2,052.00
CHETWYND, WAYNE REIMBURSEMENT	MOWER BLADE, HARNESS FOR WHIPPER SNIPPER, MINOR TOOLS FOR FIRE DEPARTMENT	219.39
D & W SERVICE	WORK ON SEWER TRUCK	999.80
HARLOW CONSTRUCTION	DUMPSTER BIN FOR PLAYPARK SETUP	505.53
LOCKEPORT TOWN MARKET	COFFEE CREAM FOR TURKET TROT EVENT	8.30
LYDGATE LOCK STOCK AND BARREL	LEAF BAGS FOR ROMAN SAILORS AT BEACH CENTRE	12.97
MALIK, CANDACE	MILEGE FOR OCTOBER	35.59
MBW COURIER	COURIER SERVICE	37.11
MUNICIPALITY OF THE DISTRICT OF SHELBURNE	SHARED SERVICES BILLING	41,478.68
PAYROLL	NOV 1 - NOV 14	12,005.12
PLAYGROUND CANADA	REST OF MONEY OWED FOR PLAYPARK EQUIPMENT	195,585.52
ROYAL CANADIAN LEGION	WREATH FOR REMEMBERANCE DAY	95.25
SCOTIA BUSINESS CENTRE LIMITED	ELEVATOR MONITORING, MFR/FIRE DISPATCH	610.13
THE NOVA SCOTIA SPORTS HALL OF FAME	AD FOR PATTI HUTCHISON	300.00
TRI-COUNTY REGIONAL CENTRE FOR EDUCATION	MONTHLY EDUCATION TAX	11,727.15



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**From:** Candace Malik <candacemaliklockeport@gmail.com>  
**To:** June Harding <townoflockeport@ns.sympatico.ca>  
**Date:** Nov 24, 2025, 10:09:36 AM  
**Subject:** Lobster trap lights NOM

Town of Lockeport - Notice of Motion

Title: Lobster Trap Lights at Beach Center  
Prepared by: Councillor Malik  
Date: November 24th, 2025

**Motion:**

I move that the TOL annually install and light up the lobster trap at the beach centre no later than the Friday before dumping day.

**Purpose:**

In support and recognition of our lobster fishers, the main industry of our community.

**Background:**

Surrounding Municipalities create and light up large lobster trap trees. These lobster trap Christmas trees celebrate not just the holidays but also local fishing traditions, the fishing industry, community, and family as well as commemorating those lost at sea.

**Financial Considerations:**

By using our existing lobster trap at the beach center, we minimize cost, labour and material required vs that of building a massive trap tree. Existing christmas lights can be used, with the understanding that they will likely need to be replaced every couple of years. This is a small and manageable cost to the TOL, that will have a large impact on the sense of community and pride in our locals and fishing history.

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Councillor  
Candace Malik



**From:** Candace Malik <candacemaliklockeport@gmail.com>  
**To:** June Harding <townoflockeport@ns.sympatico.ca>  
**Date:** Nov 24, 2025, 10:25:55 AM  
**Subject:** Town xmas tree lights NOM

Town of Lockeport - Notice of Motion

Title: Christmas Tree Lights at corner of Hall and Beech  
Prepared by: Councillor Malik  
Date: November 24th, 2025

**Motion:**

I move that the TOL annually continue to use the free services as offered by NS Power to install and light up the annual Christmas tree at the corner of Hall and Beech, to coincide with Santa's arrival.

**Purpose:**

In support and recognition of our community by continuing the lighting of this mature and healthy tree. Thereby, honouring our community spirit and traditions during the holiday season.

**Background:**

Five years ago the Town Council put forward a motion to have the tree at Hall and Beech cut down. The community, upon hearing this, took matters into their own hands. Their voices were heard, and the tree remains today. We should continue to value their wishes, until such a point that the tree becomes a danger or risk to the community who fought to keep it.

**Financial Considerations:**

With NS Power offering to install at no cost, the only cost is the purchase of the lights. Given that the TOL has been successfully including these within its budget, it would be reasonable to continue with this expense indefinitely.

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Councillor  
Candace Malik



**From:** Candace Malik <candacemaliklockeport@gmail.com>  
**To:** June Harding <townoflockeport@ns.sympatico.ca>  
**Date:** Nov 24, 2025, 10:59:04 AM  
**Subject: Boardwalk xmas lights NOM**

Town of Lockeport - Notice of Motion

Title: Boardwalk Christmas Lights  
Prepared by: Councillor Malik  
Date: November 24th, 2025

**Motion:**

I move that the TOL annually wrap holiday lights on the lamp posts starting from the beach centre to the first corner of the dog park, in one straight line.

**Purpose:**

In the interest of beautification and holiday spirit during the holiday season.

**Background:**

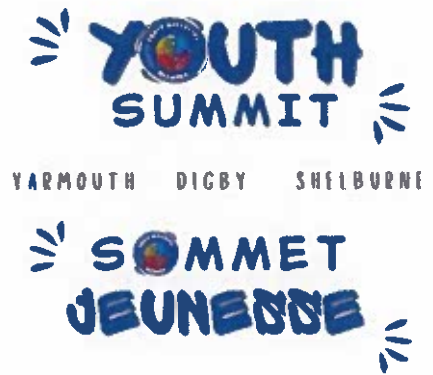
Last year it was discovered that there are working outlets on the lamp posts. It has been expressed that the stringing of the lights from the bottom of the boardwalk upto the outlet is too great a distance for our public works to install. With safety at the forefront, it would be reasonable to source from within our generous community someone with experience and necessary equipment. Lester changes the bulbs when they burn out, and Mark has a boom with bucket I believe. Two possible sources to contact. Alternatively, solar lights could be purchased and installed to the max height our public works is deemed to be safe working at per union standards.

**Financial Considerations:**

If it is deemed unreasonable due to safety to have our public works install, it would be suggested to contact Lester and Mark for information on their labour costs, or ask for in kind. The cost of holiday lights would be minimal. Extra usage of power for the season could also be minimized with energy saving lights, possibly even solar ones to mitigate that cost entirely.

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Councillor  
Candace Malik



Dear Town Clerk,

On behalf of the Youth Wellbeing Network, I am writing to invite you to our upcoming Youth Summit and to share this opportunity for council involvement. Please hold April 24, 2026 for council representation at the Youth Summit, NSCC Burrige Campus. Approximately 120 Youth from across Yarmouth, Digby and Shelburne Counties will come together to identify and address unique challenges and opportunities within their communities and to leave inspired and equipped with the tools, confidence, and networks to take action.

One of the goals of the Youth Summit is to engage youth, municipal and systems leaders in meaningful conversations and identify key community issues and needs from multiple perspectives. It is our hope that each municipal unit will identify 2 councilors willing to participate and engage with youth at this event. Participation will involve a 45-minute morning session for councilors on Youth Engagement, followed by lunch with youth participants and a 1-hour facilitated conversation to hear directly from Youth residing in your Town or county.

**We ask you to please hold April 24<sup>th</sup> in your calendars and consider identifying potential councilors to represent your Municipality at this event.**

In addition, the YWN is seeking support to help with snacks and lunch during the event. Please connect with Josie Hatfield, YWN Coordinator ([josie@youthwellbeingnetwork.com](mailto:josie@youthwellbeingnetwork.com)), if your Municipality would like to help support this event. In return, your contribution will be acknowledged in the event program and itinerary.

Sincerely,

Rémi d'Entremont

On behalf of the Youth Wellbeing Network

[www.youthwellbeingnetwork.com](http://www.youthwellbeingnetwork.com)

**From:** Candace Malik <candacemaliklockeport@gmail.com>  
**To:** June Harding <townoflockeport@ns.sympatico.ca>, Jill Cassibo <adminassistant@lockeport.ns.ca>, Derek Amalfa <derekamalfalockeport@gmail.com>  
**Date:** Nov 10, 2025, 1:28:26 PM  
**Subject:** Theatre Arts Group at Beach Center

Possible addition to this weeks agenda, could be deferred to next month if preferable:

Natalie and myself had a meeting earlier this week about the opportunity and interest in starting up a theatre/ arts group, using the space at the beach center. Looking for Council's support in this endeavour by allowing the use of the beach center.

From Natalie Meisner;

We propose to bring together an all ages theatre arts group at the Lockeport Crescent Beach Centre. This group will meet regularly (especially through the long cold months of winter) to gain skills in acting/ performing, creative writing, storytelling and presentation. Each meeting will have a particular focus to which members can come and pick up some new skills. One does not have to be an expert or have experience in the performing arts, only the willingness to try new things and to be supportive to fellow members. At the end of the season, everyone will present a short piece that they have worked on, for the entertainment and delight of the community who will be invited. The beach centre, with its beautiful and contemplative upstairs space is an inspiring place to write, rehearse and even has a perfect stage area for the end of season show.

\*Important elements: a group that is all ages will support intergenerational community building and communication.

\*The different focus each week will allow the society to have local guest artists with expertise visit to give a short workshop or talk. Examples: Acting/ Performance, Playwriting/ Writing for Movies and Television, Stand Up Comedy, Sound design, Storytelling, Songwriting etc. We have a lot of experts in various fields in Lockport and area. If they are asked to come and give a one time workshop, this may well be something they can fit into their work/life schedules.

A bit about me personally;

\*Facilitation/ Organization. I have experience in setting up a warm, welcoming environment for visiting artists, as well as nearly two decades of teaching at the university level and in professional theatre. I grew up in the Lockeport and Shelburne area, spending time here in summers, and on mat leave, and to visit family . Now that we have moved our base of operations permanently back to beautiful Lockeport, I would love to use these skills to help with a broad based performing arts society that would help form a bridge between generations and also offer some pathways toward professional performing arts for those who desire it.

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Dr. Natalie Meisner, Writer & Professor of English, Mount Royal University  
 Department of English, Languages, and Cultures  
 ([www.nataliemeisner.com](http://www.nataliemeisner.com))

My books:

[It Begins In Salt](#)

[Speed Dating For Sperm Donors](#)

[BADDIE ONE SHOE](#)

[Legislating Love: The Everett Klippert Story](#)

[My Mommy, My Mama, My Brother & Me](#)

[Double Pregnant: Two Lesbians Make a Family](#)

[Growing Up Salty](#)

*Meisner is a playwright, prof and poet raised in Mi'kma'ki who works in Mohkinstsis across turtle island. Decolonize every day.*

[4825 Mount Royal Gate SW](#)  
[Calgary, AB CANADA T3E 6K6](#)

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**George R. Harding**  
**68 Howe St. Lockeport, NS**

November 21, 2025

Dear Mayor and Council:

I am writing because I have heard that the council has discussed cutting down the town's Christmas Tree at the corner of Beech and Hall Streets. I understand that this discussion happened at a recent discussion meeting. I also understand that this has not gone to a regular council meeting.

I would like to express my disappointment that this issue is even being brought up. The past council voted to have the tree cut down, but council was persuaded to rescind this motion because of community protest. CBC television did a news story of our protest which aired across Nova Scotia. I understand they tried to reach out to Mayor Nickerson for comment; however, he could not be reached.

Since this council is a completely new council, I would like to provide some history to this issue. When I was Mayor, Mrs. Joyce Young, Town Clerk Treasurer, informed me that the Town's Public Works employees felt it unsafe to climb ladders against the tree branches to string the Christmas lights. I suggested that I contact NS Power to see if they would be willing to string the lights using one of their company trucks with a bucket. I lived in a community in British Columbia, where BC Hydro strung the Christmas lights using their bucket truck at no cost. The two trees on either side of the walkway into the town courthouse were 60 feet high. I wrote this letter. When Joyce and I attended the next AGM of the Union of Municipalities in Halifax, we spoke with a NS Power representative at their booth. For those of you who may have attended an AGM, there are many information booths of corporations, companies, and service providers who deal with municipal councils. The NS Power representative knew that Lockeport had asked for help, and we were told that they had decided and were happy to volunteer to string and take down the lights for the town. To my knowledge, it has happened each year since. Please correct me if I am wrong.

I would like to know why there is now a concern with this healthy tree and what the specific concerns are. Those of us who protested have thought the council, old or new, had put this

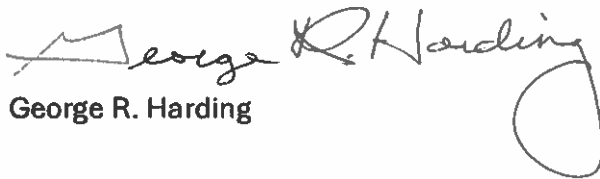
issue to rest. I would like to know, does the council intend to bring this issue forward to a regular council meeting for a motion?

If it does and a motion to remove the tree is passed, there will be a protest and a loss of trust in this council. This is a healthy tree. It is an asset to the community year-round, not just at Christmas. There is no safety issue with this tree. It is not ugly as suggested by the previous council as a reason for cutting it down.

I do want to say that the council has made some significant improvements to the town, such as street paving, repairs to sidewalks, a marvelous new children's playground and the Provincial Financial Index is the best it ever has been, to name a few. These areas and other like-minded asset management items are legitimate for the council's energy and thoughtful consideration, not cutting down a Christmas tree.

Being a Mayor or Councilor is too often a thankless job. However, respect and trust must be earned. I do hope that the idea of cutting down the Christmas tree is dropped.

Yours respectfully,

  
George R. Harding

## Town of Lockeport - Notice of Motion

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Title: Policy L-002 Review

Prepared by: Mayor Derek Amalfa

Date: November 24, 2025

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Motion: That the Town of Lockeport Council adopt the revised Policy L-002: Council Meetings & Procedures.

Status: For Information / For Discussion / For Decision

**Purpose:**

To update Policy L-002 to support more efficient, organized, and transparent meetings that:

- Encourage thoughtful, focused, and respectful discussion;
- Allow information to be shared before decisions are made;
- Provide Councillors with clear structure and preparation support;
- Strengthen accountability, decision-making, and public confidence;
- Improve public understanding, participation, and trust; and
- Enable more accurate and timely meeting minutes.

**Background:**

Over the past year, Council has consistently engaged in strong discussion and accomplished substantial work during meetings. However, meetings that run to their full length can be demanding and may limit the attention available for later agenda items.

Specific Updates to Policy L-002 include:

- Section 11 (a): video recording of Council meetings
  - Addition to include that all Regular and Special Meetings of Council are recorded via video and uploaded to the official Town website. Note the video recording does not replace the official record of the meeting minutes.
- Section 13: Meeting limits
  - Updated to a maximum of 90 minutes with the opportunity for Council to extend by an additional 30 minutes.

## Town of Lockeport - Notice of Motion

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- Section 17: Invitation to Move
  - Incorporate learnings from “Make Your Move” mandate to support efficient meetings, and the incorporation of simple movement breaks
- Section 18: Minutes to be posted
  - Addition of the timelines required to post meeting minutes
- Section 23: Speaking Rules,
  - Clearly outline use of Robert’s Rules of Order
  - Addition “Conflict of Interest”
  - Addition “In Camera”
- Section 25: Agenda Preparation
  - Establishment of clear deadlines for agenda inclusion and a template to submit a 'Notice of Motion' to Council that promotes consistency, transparency and accountability;
- The policy has been updated into plain, simple language, so the public and all Council members can easily understand the procedure.

### **Financial Considerations:**

Purchase of a conference room camera to record council meetings. The price range on Amazon for a conference room camera is \$150- 500 - plus installation and staff training.

## Town of Lockeport Policy Statement

### Policy L-002 – Council Meetings & Proceedings

Effective Date: May 9, 2011

Revisions: June 10, 2013 | March 14, 2016 | March 11, 2019 | December 11, 2023 | February 22, 2024 | October 28, 2024

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#### 1. Title

This policy is called the “Council Meetings & Proceedings Policy.”

#### 2. Purpose and Interpretation

This policy sets the rules for how Council and its committees conduct meetings. It is meant to support, not replace, the rules found in provincial municipal law.

#### 3. Definitions

In this policy:

- Business day – any day the Town Office is open.
- Chair – the person presiding over the meeting.
- Council – the Council of the Town of Lockeport.
- Council Member – includes the Mayor unless stated otherwise.
- Majority – more than half of the members present.
- Staff – includes full time and/or contract employees of the Town of Lockeport, and may also include the Fire Chief, Crew Chief of the Medical First Responders, and Tourism Staff.

#### 4. Application

These rules apply to all meetings of Council, committees, boards, and commissions of the Town of Lockeport.

#### 5. Regular Meetings

Unless otherwise decided:

- Regular Council meetings are held in the Council Chambers at Town Hall.
- Meetings are held on the second and fourth Friday each month at 1:00 p.m.
- If the meeting day is a holiday, it will take place on the next regular business day unless Council decides otherwise.

#### 6. Changing or Cancelling Meetings

Regular meetings may be rescheduled, moved, or cancelled:

- By a decision of Council made at least three days in advance, or
- By the Town Clerk/Treasurer on behalf of the Mayor, if unforeseen circumstances arise and the Mayor believes most Councillors would agree.

## **7. Special Meetings**

Special meetings may be called:

- By Council decision made at least three days in advance, or
- By the Town Clerk/Treasurer on behalf of the Mayor in unexpected situations, if the Mayor believes most Councillors would support it.

## **8. Notice to Council Members**

Specific notice to Council Members is not required for meetings scheduled in advance under sections 6 or 7. For other meetings, at least three days' notice must be given unless legislation allows less time.

## **9. How Notice Is Provided**

Notice may be given verbally, by phone, or in writing to each Council Member.

## **10. Contact Information**

Within 30 days after being elected or re-elected, each Council Member must give the Clerk/Treasurer:

- A phone number, and/or
- An email for official contact.

Each Council Member will also have a mailbox at Town Hall and is considered to have received any notice within one business day of it being sent.

## **11. Public Notice**

Notices of Council meetings must be posted at Town Hall and on the Town website, showing the date, time, and location, along with the agenda and full meeting package.

### **(a) Video Recording of Meetings**

All Regular and Special Council Meetings held in open session shall be video recorded by the Town. The recording shall be posted to the Town's official online channels within **\_\_\_ business days** after the meeting ends. The video recording is for public information and does not replace the official minutes of Council.

## **12. Attendance by Staff**

At the fourth-Friday meeting, staff reports are presented. The Clerk/Treasurer also provides a monthly report.

## **13–14. Meeting End Time**

Both regular monthly meetings will end at 2:30 p.m., with a 5 minute break after 60 minutes. Council may vote to extend to a maximum of an additional 30 minutes.

## **15–16. Absence of the Mayor or Deputy Mayor**

If the Mayor is absent, the Deputy Mayor will chair the meeting. If both are absent, the Clerk/Treasurer will open the meeting and Council will choose a Chair to preside until the Mayor or Deputy Mayor arrives.

### **17. Short Breaks or Moving Locations**

Council may take short breaks or move the meeting to another place without formally adjourning. Council may also encourage opportunities for standing or movement during longer meetings, including a five-minute movement break for any meeting scheduled to exceed 60 minutes.

### **18–19. Meeting Minutes**

Minutes of the previous meeting are reviewed at each regular meeting. If no objections are raised, the minutes are approved and signed by the Chair. Any objections must be explained and, if needed, voted on. The Clerk/Treasurer (or designate) keeps minutes that record when members arrive or leave, all motions and votes, and titles of reports or documents presented. Minutes are to be posted on the Town's website **within \_ business days** following a meeting.

### **20. Duties of the Chair**

The Chair must open and close meetings, maintain order and decorum, put questions to a vote, announce results, stop rule-breaking discussion, call members to order, allow questions through the Chair, declare meetings dissolved if no quorum after 30 minutes, and adjourn when business is done or time reached.

### **21. Order of Business**

Unless Council agrees otherwise, the order is:

- [a] Call to Order;
- [b] Silence of Electronic Devices;
- [c] Approval of Agenda including additions or deletions;
- [d] Conflict of Interest
- [d] Approval of Minutes of the Previous Meeting;
- [e] Community Forum;
- [f] Presentations;
- [g] Staff & Committee Reports;
- [h] Finance;
- [i] Other Business;
- [j] Council Reports;
- [k] Information;
- [l] Date of Next Meeting;
- [m] In Camera;
- [n] Adjournment.

### **22. Additions to Agenda**

At the start of the meeting, the Chair will ask if any Councillor wishes to add or remove an item from the agenda.

### **23–24. Speaking Rules**

The Town of Lockeport will follow Robert's Rules of Order for speaking and debate during meetings. Councillors must raise their hand and wait to be recognized. The Chair decides

who speaks if several members raise hands. No Councillor may speak longer than 5 minutes unless Council agrees.

**Conflict of Interest:**

Any Council member with a conflict of interest related to motions or actions of Council, as per the Municipal Government Act, subject to the Municipal Conflict of Interest Act, must declare and record this conflict. The Council member in conflict will be excused from participation in the meeting during the time which the topic is under consideration.

**In-Camera Sessions:**

In-camera sessions will occur as per Section 22 1) and 2) of the Municipal Government Act:

(1) Except as otherwise provided in this Section, council meetings and meetings of committees appointed by Council are open to the public.

(2) The council or any committee appointed by the council may meet in closed session to discuss matters relating to:

- A. Acquisition, sale, lease and security of municipal property
- B. Setting a minimum price to be accepted by the municipality at a tax sale
- C. Personnel matters
- D. Labour relations
  - a. Alleged reaches of the municipality code of conduct
  - b. Code of conduct complaints proceeding to the investigation stage
- E. Contract negotiations
- F. Litigation or potential litigation
- G. Legal advice eligible for solicitor-client privilege
- H. Public security

**25. Agenda Preparation**

The Clerk/Treasurer prepares the agenda and meeting materials in the order items will be discussed. Agenda will be forwarded to Council and posted online **3 days prior** to the meeting.

Any Items added to the agenda, members must submit a "Notice of Motion" (appendix A) must be received by the office in writing **2 days before** the agenda is circulated.

**26–27. Motions and Voting**

The Chair states each motion before debate. Before putting it before a vote, the Chair shall ask, "Is Council ready for the question" and if no Council Member offers to speak, the Chair shall put the question to vote after which no Member shall be permitted to speak upon it. Voting is normally by saying 'yea' or 'nay.' Any Councillor may request a show of hands or, if two request, a recorded vote.

**28–31. Debate and Withdrawal**

A motion must be moved and seconded before it shall be open for debate. The motion is read aloud by the Chair or Clerk. The mover may withdraw the motion with the seconder's

consent before voting. Every Councillor who wishes to speak has the right to do so once before the vote.

### **32. Motion to Adjourn**

A motion to adjourn is always in order except when someone has the floor, a vote is in progress, or it was the last motion made.

### **33–37. Reconsideration**

Two Councillors may give notice before adjournment to reconsider a decision at the next meeting. The notice pauses the decision. If reconsideration is not made at the next meeting, the right is lost. The main question cannot be debated during reconsideration. The following matters cannot be reconsidered.

- A. A motion approving the first or second reading of a By-Law enactment, amendment or repeal;
- B. A motion to decide upon a matter which was the subject of statutory hearing by Council;
- C. A matter which has been reconsidered once and;
- D. A vote to reconsider

### **38. Secret Ballot**

If two Councillors request it, the vote may be taken by secret ballot.

### **39–41. Points of Order**

The Chair or any Councillor may call another to order who violates any established rule of order. The member must stop speaking until the Chair rules. A point of order is not open to debate unless the Chair allows short discussion and no Council Member shall speak more than once.

### **42. Appeal of the Chair's Decision**

Any Councillor may appeal a ruling of the Chair. The Chair then asks, 'Shall the decision of the Chair be sustained?' and Council votes.

### **43–44. Conduct and Discipline**

Councillors must not use offensive or unparliamentary language or speak outside the parameters of the question in debate. If a member disrupts or disobeys, the Chair may order them to leave. A majority vote confirms the expulsion.

### **45–46. Return After Expulsion**

A Councillor expelled may be allowed to return later in the same or a future meeting if Council votes to permit it, with or without conditions.

### **47–48. Conduct of the Public**

Members of the public must remain quiet unless invited to speak, unless given permission. Anyone who disrupts may be ordered to leave. Council may later vote to allow that person to return, with or without conditions.

**49. Legal Authority**

An order by the Chair for someone to leave is considered a direction under the Protection of Property Act and other applicable laws.

**50. Matters Not Covered**

If an issue is not covered by this policy or legislation, the Chair will make a ruling based on general parliamentary principles.

**51. Suspending the Rules**

Council may suspend any rule of order if all members present unanimously agree.

**52. Repeal**

All previous Council Meetings & Proceedings policies are repealed and replaced by this one.

25

## Town of Lockeport - Notice of Motion

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**Title:**

**Prepared by:**

**Date:**

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### **Motion:**

This section should include the exact wording of the motion intended to be brought before Council. The language should be clear, specific, and actionable so that Council knows precisely what is being asked. Ensure the statement is complete, stands on its own, and can be read aloud as the official motion during the meeting.

### **Status: For Information / For Discussion / For Decision**

**For information** - No decision is expected at this stage - it is simply an update and only brief comments or clarifying questions should follow.

**For Discussion** - Indicates that the item is ready for Council to talk about. Each Councilor may share their thoughts (up to 5 minutes each), ask questions and provide feedback. A motion is not required, but discussion may lead to one if Council feels it is ready.

**For Decision** - The matter requires action by Council to vote. A motion must be presented and seconded, followed by discussion and Council should expect to make a decision at the meeting unless additional information is needed.

### **Purpose:**

This section should clearly state what you are asking Council to do. Describe the intended outcome or decision in one or two sentences. Avoid detailed explanations here - keep it focused on the specific action Council is being asked to consider.

### **Background:**

Provide the essential information Council needs to understand why this motion is being brought forward. Include key facts, previous discussions, relevant documents and any context that helps explain the issue at hand.

### **Financial Considerations:**

Outline any costs, savings, or financial implications related to this motion. If quotes are included, note how many were obtained and how they were acquired. If no pricing is available yet, describe what financial information is still needed and how it will be gathered before a final decision. This section should help Council understand the potential budget implications and next steps.

(26)

**From:** townoflockeport@ns.sympatico.ca townoflockeport@ns.sympatico.ca  
<townoflockeport@ns.sympatico.ca>  
**To:** apierce@ns.sympatico.ca  
**Date:** Nov 17, 2025, 9:36:54 AM  
**Subject:** Response to November 7, 2025 email.

Dear Anne,

Thank you for your email of November 7, 2025, and for taking the time to share your concerns regarding Motion 10-24-25-04 and the request from Legion Branch 80 for a commemorative crosswalk. We appreciate the care, detail, and sincerity with which you expressed your views, as well as your ongoing support for our local veterans and for the work of the Legion in our community.

Council fully recognizes the significant role that the Royal Canadian Legion plays in honouring Canada's veterans, supporting active service members, and fostering remembrance within communities across the country. Like you, we are deeply grateful for the dedication of Branch 80, its leadership, and its volunteers, especially during a year that marks the Legion's 100th anniversary.

Council's decision on this matter was based on operational considerations related to safety, traffic flow, and timing at the proposed intersection. We understand and acknowledge your perspective that temporary street closures have occurred in the past for other community purposes. Your reminder of these occasions, and of the willingness of residents to adapt for meaningful community initiatives, is noted and appreciated.

We also understand your concern regarding the comparison to commemorative crosswalks in other municipalities. Council recognizes that many communities across Canada have embraced similar projects, and we appreciate your bringing additional examples to our attention.

Please know that our intent was not to diminish the importance of honouring veterans or to undervalue the Legion's contributions. Rather, the alternative option was presented to find a solution that balanced remembrance with the practical limitations identified by our operations staff. That said, we recognize the strong community sentiments you describe and the desire of many residents to see a commemorative crosswalk installed in the proposed location.

We appreciate your respectful request that Council reconsider Motion 10-24-25-04. Upon further information gathered it is our understanding that you have spoken to the Deputy Mayor and she has provided you with an explanation and you have been informed that the President of the Legion is quite happy to use the walkway up to the cenotaph instead of the crosswalk.

Thank you again for writing, for your advocacy, and for your dedication to preserving the spirit of remembrance within Lockeport.

June Harding  
Town Clerk/Treasurer

27

**From:** Anne Pierce <apierce@ns.sympatico.ca>  
**To:** townoflockeport@ns.sympatico.ca townoflockeport@ns.sympatico.ca  
<townoflockeport@ns.sympatico.ca>  
**Date:** Nov 17, 2025, 1:52:20 PM  
**Subject: Response November 17, 2025**

November 17, 2025

Dear June:

Thank you for your response to my correspondence of November 7, 2025.

I fully understand that further comments on this matter lack any practical significance as they relate to Council's decision to deny our Legion's request. Please be assured that it is not my intention to beleaguer the issue, however I respectfully submit the following comments and questions. I trust they will be shared with our Mayor and Council.

(1) I communicated by email with our Legion President on November 8, 2025 and he informed me that he had been made aware of Council's denial. In the interest of a compromise and with his ever-present sense of diplomacy, it was he who proposed the alternative plan. That fact was not clearly reflected in the Council minutes and was somewhat misleading.

(2) Regarding your reference to "further information gathered", I received an unexpected phone call from (then) Deputy Mayor Chetwynd on the evening of November 13, 2025. We had not previously discussed this matter at any time. She indicated that while she was aware of my letter, she had not yet read it. She provided several explanations supporting Council's decision and I expressed my disagreement with a couple of her points. I also made her aware of a BASF-manufactured traffic paint which dries in five to ten minutes. I had given the detailed information on this particular product to Mr. Holdaway on November 11, 2025.

(3) Who are the active members of the Town's operational staff and could you provide more exact details of the "practical limitations" which they identified?

(4) Were there any declared conflicts of interest ahead of Council's motion 10-24-25-04?

Thank you, June. Have a great day!

Sincerely,  
Anne Pierce

Sent from Anne's iPhone

**From:** Erin Hartley <[Erin.Hartley@municipalityofshelburne.ca](mailto:Erin.Hartley@municipalityofshelburne.ca)>

**Sent:** November 19, 2025 2:48 PM

**To:** townoflockeport@ns.sympatico.ca <[townoflockeport@ns.sympatico.ca](mailto:townoflockeport@ns.sympatico.ca)>; Sarah Mattatall <[Sarah.Mattatall@shelbu](mailto:Sarah.Mattatall@shelbu)

**Cc:** Warren MacLeod <[Warren.MacLeod@municipalityofshelburne.ca](mailto:Warren.MacLeod@municipalityofshelburne.ca)>

**Subject:** Mike Shand - Service Recognition

Good Afternoon June and Sarah,

We would like to invite you, and/or members of your Council, to attend our December 10<sup>th</sup> Council meeting at 6:00 for his dedication in emergency management to Eastern Shelburne County. There will be no need to prepare anyt have representation from your units there as well.

Let me know your thoughts.

Thanks,

Erin

# Erin Hartley

Erin Hartley

Deputy CAO

Municipality of the District of Shelburne

414 Woodlawn Drive

PO Box 280

Shelburne, NS

B0T1W0