



**TOWN OF LOCKPORT
COUNCIL MEETING
MONDAY, SEPTEMBER 23, 2024 AT 1:00 P.M.
AGENDA**

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

Draft Motion: That Council approve the agenda for the September 23, 2024 meeting as presented/with the following additions:

4. Approval of Minutes from the September 9, 2024 Regular Council Meeting

Draft Motion: That Council approve the September 9, 2024 meeting Minutes as circulated.

5. Business arising from previous Minutes
6. 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.

7. Presentations

2023/2024 Audit presentation by Jennifer Thomas from Belliveau Veinot

8. Department Reports

- Public Works Department Report (Page 1)
- Community Coordinators Report (Page 2-3)

Appoint staff person for Equity and Anti-Racism Plan

Draft Motion: That Council appoint Frances Scott as the staff person to support the work on the Equity and Anti-Racism Plan for the Town of Lockeport, The Town of Shelburne and the Municipality of the Town of Shelburne.

- Ball field upgrades

Draft Motion: That Council consider an additional \$800 in additional funding to be able to carry out the fencing work as part of the current project.

- Administration Report (Page 4-5)

9. Finance

- List of invoices already paid in the amount of \$94,916.19 (Page 6-7)
- Accessibility Coordinator position extension (Page 8)

Draft Motion: That Council consider contributing an extra \$1000 toward the Accessibility Coordinator position.

- Financial Condition Indicators Highlights for 2022 – 2023 (Page 9-10)

10. Other Business

11. Council Reports

- Canada Day (Mayor Cory Nickerson)
- Recreation Report (Deputy Mayor Dawn DeMings-Taylor)

12. Correspondence

13. Information Only

14. Date of next meeting

- Tuesday October 15, 2024 at 6:00 p.m.

15. "In Camera"

- Contract Negotiations

16. Adjournment

Regular Council Meeting 092324.agd

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PUBLIC WORKS DEPARTMENT REPORT – SEPTEMBER 2024

- PUMPER/PRESSURE WASHER TRUCK COMING SEPT. 24 TO DO ANNUAL LIFT STATION CLEANING
- REMOVED RAGS AT PUMP STATION #7 (BRIDGE ST,) AND REPLACE BROKEN PUMP CHAIN
- ALL REGULAR MOWING AND SNIPPING
- INSTALLED NEW DOOR ON BABY BARN AT BEACH CENTRE
- CUT AND MODIFIED 12' PLATFORM FOR BEACH BASH FOR EASIER HANDLING
- INSTALLED ARBORS AT CEMETARY ON CHURCH ST.
- FILLED HOLES AT SOCCER FIELD (SOCCER SEASON IS STARTING)
- CHANGED DRIVE PULLEYS ON JOHN DEERE MOWER TRACTOR
- TRYING TO FIGURE OUT STORM WATER FOR WALLACE HALLETT...SHORT OF HAVING TO HAVE ENTIRE BEECH ST/HALL ST INTERSECTION RESHAPED
- REPAIRED STEP AT PLAYPARK
- COLD PATCHED MANY HOLES IN PAVEMENT
- PLYWOOD ON COMMUNICATION TOWER BY FIREHALL FOR INSURANCE PURPOSES
- DUGOUT COVERS PAINTED AND READY TO BE PUT ON.
- IT WAS ADVISED BY GRADER OPERATOR FOR THE PAST TWO YEARS THAT SEWER PLANT ROAD NEEDS SEVERAL LOADS OF GRAVEL IN ORDER FOR GRADING TO BE DOWN, THEY ARE JUST GRADING UP LARGE ROCKS (PIT RUN)

Community Coordinator Report to Council
for Sep. 23, 2024 meeting

Accessibility - in light of the upcoming deadline for municipal accessibility plans to be updated by April 1, 2025, myself and the other staff support people for the Eastern Shelburne County Accessibility Advisory Committee met on September 16 to undertake an initial review of the current plan and will bring first draft update recommendations to the next Committee meeting, which is slated to take place in Shelburne on September 24.

Equity & Anti-Racism Plan - all three municipal units in Eastern Shelburne County have now agreed to work together on this plan, which is also due by April 1, 2025. In that it is important to get underway with this task, I feel it would be prudent for Council to name a staff person to support this work.

Ball Field upgrades - the work to complete the Community Recreation Capital Grant project is almost done and our final report is due by the end of December. Based on the specific work laid out in our application the only part of the project remaining is a little more manual labour to complete the accessibility work at the main pedestrian to the field.

In the meantime, there is a section of fencing along the right field foul territory (beside the boardwalk) where roughly 150' of fencing is rusting and deteriorated. The scope of the project is such that we could conceivably include the replacement of this fencing within our project. I have attached with this report a quote from Eastern Fence to carry out the repairs. To do so would cost the Town about \$800 more than originally approved (\$14,128.42) as the Town's contribution to the field project. I am therefore asking that Council consider approving the additional funds to be able to carry out the fencing work as part of our current project.

Respectfully submitted,

Frances H. Scott
Community Coordinator

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EASTERN FENCE ERECTORS LIMITED

145 Cutler Ave., Dartmouth, Nova Scotia, B3B 0J5



August 19th, 2024

Town of Lockeport
26 North St
Lockeport, NS B0T 1L0

Attn: Frances Scott

Phone: 902.875.6070
Email: lockeportrec@ns.aliantzinc.ca

Re: Chain Link Fence Repairs - 78 Beech St - Lockeport, NS

Frances,
We are pleased to submit our quotation to you for the above noted project as follows:

Scope of Work: Remove and replace

- 155' of 10' high, galvanized commercial chain link fence mesh and top rail
- Existing mesh is buried, machine required to grub soil back to expose
- New mesh installed and soil back filled over to reinstate the ground level
- Straighten six (6) line posts
- Landscape restoration beyond backfilling the base of the fence is not included

Quotation: \$8,395.00 + HST

Eastern Fence carries complete Workers Compensation coverage and Liability Insurance to protect our employees as well as you our customer. The establishment of property lines and the procurement of building permits, are the sole responsibility of the customer. Damage to un-located underground utilities are the sole responsibility of the customer.

If you have any questions, please feel free to contact me at the number below. Price(s) are valid for 30 days, HST Extra. Snow removal if required, not included.

Regards,



Craig MacDonald

Quote # 24-CM356

Accepted By:

Terms: Due Upon Receipt



902.468.2455

TOLL FREE: 1.800.563.2455

FAX: 902.468.3773



sales@easternfence.ns.ca



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**ADMINISTRATION REPORT
COUNCIL MEETING
SEPTEMBER 23, 2024**

BUILDING PERMITS ISSUED 2024/2025 FISCAL YEAR

To date, there has been One (1) building permit issued for the 2024/2025 fiscal year.

TAX COLLECTIONS

As of September 18, 2024, *taxes owing are as follows:*

2021 & prior = 27,889.02

2022 = \$ 14,757.21

2023 = \$ 40,849.50

2024 = \$666,276.40 (2024 Final Tax Bills sent out on September 17th, 2024)

(Due date is October 31st, 2024)

Total taxes owing is \$ 749,772.13.

There is nothing new to report on the following:

The Federal Government is addressing the outstanding taxes owed by tenants occupying crown properties at the North Government Wharf location. The total of outstanding taxes on these accounts is \$3,492.81 plus \$2,318.35 interest on five Gear Shed accounts and \$22,831.58 plus \$15,037.88 interest on a sub-leased account. I recently have an inquiry from small crafts and Harbours, requesting a balance owing on this sub-leased account.

Mayors/Wardens/CAO's Meeting

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

Election

As we all know, 2024 marks the year for all Nova Scotia Municipal Units to hold an Election. After advertising for a Returning Officer and having no one apply, the duty fell on me, The Town Clerk. With Jill's husband filing nomination papers to run for Council, it was considered a conflict of interest for her to remain in the position of Assistant Returning Officer. I have been busy with all the extra duties related to the Election. There looks to be a real Election this time, with three running for Mayor and six running for Council.

Wastewater Treatment Plant Upgrades Project

The tender for the Wastewater Treatment Plant Upgrades was posted the second time on the Nova Scotia Procurement site and we had one interested contractor give a cost estimate for the work that needs to be done. The estimate came in way over budget at \$897,000.00 excluding HST. I am continuing to work with the CBCL Engineer to try and have the contractor streamline the project to match the funding amount of \$710,700.00.

Locke Street/Crescent Beach barrier

Behind the scenes, with the help of John Wonnacott, Engineer, we continue to try to get the required documents together so we can apply for the Species at Risk permit and the Beach Permit, that we will need before anything can be done to the barrier that protects Locke Street from the Atlantic Ocean, in the event of a hurricane/disaster.

Medical Centre

Cody Stuart finished the painting at the Medical Centre and did an excellent job. The Nurse Practitioner has now expressed her wish for us to build a new ramp at the Medical Centre. I am in conversation with the Department of Health to determine if they can help with a new ramp. We have already replaced the roof this year and had the inside painted, at Deena's request. The work we have already done has eaten up the budget for this year.

Library

Cody Stuart is now in the process of painting the inside walls and ceiling at the library. This is really lightening the place up.

Crescent Beach Centre

Emily, (Manager, Crescent Beach Centre), went to Yarmouth for an Accessibility digital workshop on September 11, 2024.

The Crescent Beach Centre Visitor Information Centre continues to flourish. Emily and Greg make the VIC a warm and welcoming place for visitors to come to.

I have made arrangements to have an electric automatic door opener installed on the main entrance door at the Beach Centre, so accessibility will not be an issue.

Little School Museum

Along with her regular Museum tours, Olivia hosted a Teddy Bear Picnic at the Museum on August 24, 2024. It was well attended. Olivia had a busy, but good summer, with many new experiences to take away from her first employment.

Boardwalk

Mike Balish has been working on the boardwalk. He has installed the new railing at the back of the baseball field, and it looks wonderful and very safe. I have also asked Mike to install a section of railing of approximately twenty feet from the gazebo back toward the road to cover the open section there.

In the end Mike has identified approximately thirty-five bad spots that he continues to work on rebuilding, for safety purposes. I feel confident that when this work is done, it will add years to the lifespan of the boardwalk. Mike has also agreed to repair the steps that lead to the beach from the Locke Street location. There needs to be steps added and repairs completed.

Respectfully Submitted by:

June Harding-Town Clerk/Treasurer
Town of Lockeport

LIST ON INVOICES ALREADY PAID TO BE PRESENTED AT THE		
SEPTEMBER 23, 2024 MEETING		
AGAT	SEWER WATER TESTS	414.58
BELL ALIANT	OFFICES ELEVATOR PHONE - SEPT.	172.08
BELL ALIANT	REC. OFFICE, FAX, FIRE HALL KITCHEN, LIBRARY, SEWER, REC. CENTRE - SEPT	807.79
BELL ALIANT	FIRE DEPARTMENT - SEPT	69.44
BELL MOBILITY	STREETS, RECREATION, GEN. GOV'T	281.32
CHETWYND, ANNA	MILEAGE TO TRURO FOR PROVINCIAL VOLUNTEER BANQUET	319.66
CULLIGAN WATER STORE	DRINKING WATER	49.40
DELUXE CANADA	CHEQUES	1,165.22
EASTERN OFFICE SUPPLIES	TONER FOR FRAN'S PRINTER AND ENVELOPES	155.33
GREEN DIAMOND	PULLEY FOR LAWNMOWER	66.82
HARDING, JUNE	MEDICAL INSURANCE	27.20
IBEW	UNION DUES FOR AUGUST	355.60
KRC INDUSTRIAL CONTROLS	PLC MODULE FOR PUMP AT TREATMENT PLANT AND SET UP	1,726.63
LOCKEPORT PHARMACHOICE	GLOVES AND GARBAGE BAGS FOR BEACH CENTRE	28.73
LOCKEPORT WELDING	REPAIRS TO SOCCER NET FRAMES	207.00
LYDGATE LOCK STOCK AND BARREL	SR. PICNIC, STREETS, FIRE DEPT., BOARDWALK	520.89
MANULIFE	EMPLOYEE PENSION PLAN FOR AUGUST	1,661.96
MARK WILLIAMS	GRAVEL TO END OF POINT STREET AND REMOVAL OF BRUSH AT END OF LOCKE STREET	1,316.75
MBW COURIER INC.	COURIER SERVICE	146.61
MUNICIPALITY OF DISTRICT OF SHELBURNE	PICNIC TABLE TO C & D SITE	5.81
NOVA SCOTIA FEDERATION OF MUNICIPALITIES	INSURANCE PROGRAM	2,105.05
NICKERSON, CORY	MILEAGE FOR JULY	35.77
NOVA SCOTIA POWER	UV SYSTEM - SEPT 24	458.63
PAYROLL	AUG 24 - SEPT 6 2024	18,695.55
PROPERTY VALUATION SERVICES CORPORATION	25% ASSESSMENT COST RECOVERY	2,523.07
RBC VISA - MAYOR	POST CARDS FOR BEACH CENTRE	138.79
RBC VISA - TOWN CLERK/TREASURER	ZOOM, GARBAGE BAGS FOR STREETS, ELECTION MATERIAL	549.78
SAFETY SOURCE	8 BUNKER SUIT, HOOD, BOOTS AND GLOVES	33,212.00
SALTWIRE	NOMINATION AD	401.35
SCOTIA BUSINESS CENTRE LTD	ELEVATOR MONITOR, MRF/FIRE DISPATCH FOR SEPTEMBER	488.98
SCOTT, FRANCES	MILEAGE FOR AUGUST	65.19
SNOW, KEVIN REIMBURSEMENT	LUNCH FOR KEVIN AND TRAVIS- TRAVEL TO YARMOUTH FOR LAWN TRACTOR	65.73

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Subject: Accessibility Coordinator Position Extension
From: Adam Dedrick <Adam.Dedrick@municipalityofshelburne.ca>
Date: 2024-09-17, 11:48 a.m.
To: Frances Scott <lockeportrec@ns.aliantzinc.ca>
CC: Kent Balish <kentbalish@hotmail.com>

Hi Fran,

We are considering extending the Accessibility Coordinator position until the end of March (fiscal year). With now having to update the accessibility plans along with her original work plan/duties, it makes sense to explore giving more time to allow for everything to be done effectively.

The total cost to extend the position would be around \$13,500 (\$13,000 salary, \$500 expenses). The Town of Shelburne has committed \$4,000 and the Municipality \$8,500.

I am requesting that the Town of Lockeport consider contributing \$1000.

Thanks,

Adam Dedrick
Director of Recreation & Parks
902-875-3544 ext 225
Adam.Dedrick@municipalityofshelburne.ca
414 Woodlawn Drive
P.O. Box 280
Shelburne NS
BOT 1W0
Office hours: Monday to Thursday, 8:00am-4:30pm

Financial Condition Indicators Highlights for 2022-23

Overall Assessment

Yellow (Moderate Risk)

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

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

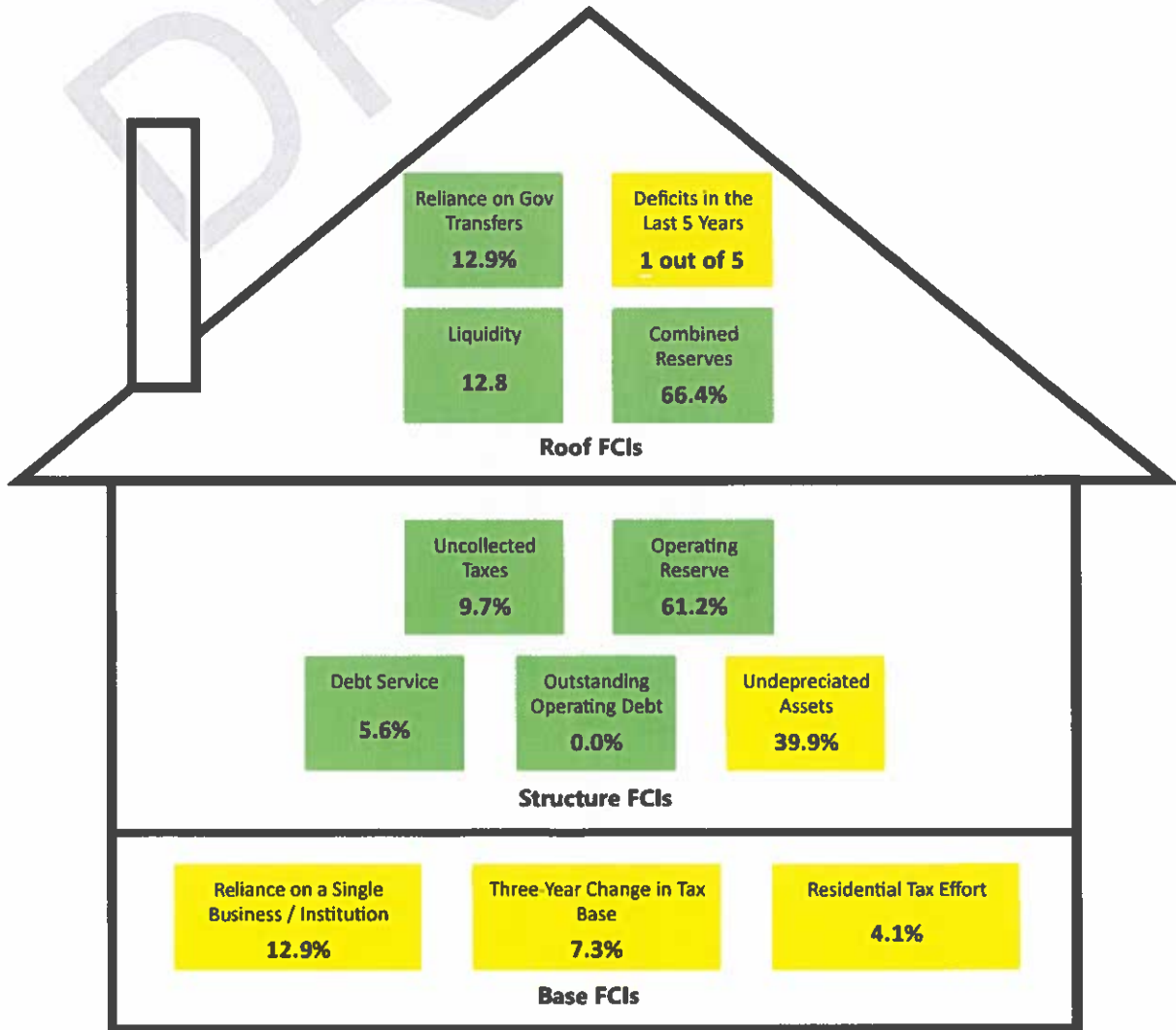
As shown in the House model below, the Town of Lockeport's FCIs are comprised of:

Low Risk (green): 7 Indicators

Moderate Risk (yellow): 5 Indicators

High Risk (red): 0 Indicators

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



Two-Year Comparison of Financial Condition Indicators

BASE	2021-22	2022-23	+/-
Reliance on a Single Business or Institution	13.2%	12.9%	-0.3%
Three-Year change in Tax Base	8.5%	7.3%	-1.2%
Residential Tax Effort	3.7%	4.1%	0.4%

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

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

*For 3-year Change in Tax Base, CPI change for 2021-22 was 12.1% and for 2022-23 was 18.3%.