

**TOWN OF LOCKEPORT  
REGULAR COUNCIL MEETING  
MONDAY, MAY 8, 2017 AT 6:00 P.M.  
MINUTES**

**PRESENT:      MAYOR GEORGE R. HARDING, COUNCILLOR DAYLE ESHELBY, COUNCILLOR  
DAWN DEMINGS-TAYLOR, TOWN CLERK/TREASURER, JOYCE YOUNG AND  
RECORDING SECRETARY, JUNE HARDING**

**ABSENT WITH REGRETS:      COUNCILLOR JOANN SWIMM**

**ABSENT:      DEPUTY MAYOR ALONZO (LONNIE) TOWNSEND**

**1. Call to order**

The Meeting was called to order by Mayor Harding at 6:00 p.m.

**2. Silence Electronic Devices**

**3. Approval of Agenda**

**05-08-17-01**

**It was duly moved and seconded that the agenda be approved as presented.  
Motion Passed**

**4. Approval of previous minutes**

- *Regular Council Meeting Minutes, April 10, 2017*

**05-08-17-02**

**It was duly moved and seconded that the Minutes from the Regular Council Meeting of  
April 10, 2017 be approved.  
Motion Passed**

- *Emergency Council Meeting Minutes, April 24, 2017*

**05-08-17-03**

**It was duly moved and seconded that the Minutes from the Emergency Council Meeting of  
April 24, 2017 be approved.  
Motion Passed**

- *Emergency Council Meeting Minutes, April 26, 2017*

**05-08-17-04**

**It was duly moved and seconded that the Minutes from the Emergency Council Meeting of  
April 26, 2017 be approved.  
Motion Passed**

## 5. Open Mic

- ½ hour Maximum time allowed
- Each person is allowed a maximum of 5 minutes
- The individual 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

Suzanne Crosby reminded Council of the Scavenger Hunt/Litter Pick-up that will take place on Saturday, May 13, 2017 and encouraged anyone that can, to take part.

## 6. Presentations

- *Paul Wills, Operating Reserve Policy (“Attached as Schedule “A”)*

As part of an “Internal Control” project being conducted by the Clerk/Treasurer and Paul Wills of the Municipal Finance Corporation, a policy regarding Operating Reserves was presented to Council for consideration.

### 05-08-17-05

**It was duly moved and seconded that Council adopt the Operating Reserve Policy for the Town of Lockeport as presented.**

**Motion Passed**

## 7. Recommendations from Other Committees

- *Economic Development/Planning Advisory Committee Meeting, April 18, 2017 (Attached as Schedule “B”)*
  - *Appointment to Market in the Pavilion Sub-Committee of the Economic Development/Planning Advisory Committee*

### 05-08-17-06

**It was duly moved and seconded that Elsie MacDonald be appointed to the Market in the Pavilion Sub-Committee of the Economic Development/Planning Advisory Committee.**

**Motion Passed**

## 8. Finance

- *Letter of confirmation for funding under the Provincial Capital Assistance Program for the Town of Shelburne’s/Lockeport’s Sewer System Condition Assessment Project*

Funding has been approved under the Provincial Capital Assistance Program for the Town of Shelburne/Lockeport sewer system condition assessment project. It was noted that the Town of Lockeport saved money by applying for the funding in conjunction with the Town of Shelburne. We are being proactive by having this assessment completed before it becomes an emergency situation.

- 2016/2017 required Bank Transfers

**05-08-17-07**

**It was duly moved and seconded that \$2,190.62 be transferred from the Operating Reserve # 119-227-7 to Operating Reserve 119-226-9. This will eliminate account # 119-227-7 and put all Operating Reserve Funds in one account.**

**Motion Passed**

**05-08-17-08**

**It was duly moved and seconded that \$680.00 be transferred from Operating Reserve # 119-226-9 to General Operating Account # 119-199-8. Re: Budgeted transfers of \$500.00 for South West Nova Transit Association and \$180.00 for the Leo T. Williams Bursary.**

**Motion Passed**

**05-08-17-09**

**It was duly moved and seconded that \$411.82 be transferred from General Operating # 119-199-8 to Operating Reserve # 119-226-9. Re: Donations to Crescent Beach Centre received.**

**Motion Passed**

**05-08-17-10**

**It was duly moved and seconded that \$40,742.00 be transferred from General Operating 119-199-8 to Special Reserve Capital – Gas Tax Fund # 100-145-2.**

**Re: Gas Tax received for 2016/2017 fiscal year.**

**Motion Passed**

**05-08-17-11**

**It was duly moved and seconded that \$33,361.00 be transferred from Special Reserve Capital – Gas Tax Fund # 100-145-2 to General Operating # 119-199-8.**

**Re: Gas Tax Approved Projects for 2016/2017.**

**Motion Passed**

**05-08-17-12**

**It was duly moved and seconded that \$5,000.00 be transferred from Operating Reserve # 119-226-9 to General Operating Account # 119-199-8. Re: Athletic Field Fencing.**

**Motion Passed**

**05-08-17-13**

**It was duly moved and seconded that \$15,000.00 be transferred from General Operating # 119-199-8 to Operating Reserve # 119-226-9. Re: Budgeted transfer Streets.**

**Motion Passed**

## **9. Other Business**

- *Request from the Shelburne County Mutual Aid Firefighters Association re: Civic Numbering*

Councillor DeMings-Taylor will be attending the next Shelburne County Mutual Aid Firefighters Association Meeting scheduled for Thursday, June 1, 2017 at the Sable River Volunteer Fire Department. Councillor DeMings-Taylor will report to Darrell Locke that a notice has been sent out to the residents of the Town of Lockeport regarding civic numbering and Council is currently working on developing a Civic Numbering By-Law.

Joyce has already developed a Civic Numbering By-Law and will be presenting it to Council for first reading at the next Regular Council Meeting. Joyce would like to present an Open Burning By-Law for first reading at the same time.

- *Appointment of Melanie Stuart to July 1<sup>st</sup> Committee*

**05-08-17-14**

**It was duly moved and seconded that Melanie Stuart be appointed to serve on the July 1<sup>st</sup> Committee, which is a Sub-Committee of the Recreation Committee.**

**Motion Passed**

- *Class "A" required*

Joyce reported to Council that Kevin has requested that his Department (Public Works) have authorization to purchase 8 loads of Class "A" gravel for use on various roads in the Town. The following motion was made:

**05-08-17-15**

**It was duly moved and seconded that the Public Works Department be authorized to purchase eight loads of Class "A" gravel for use in the streets department.**

**Motion Passed**

- *Painting Bell Buoys*

There was a discussion regarding the condition of the bell buoys located at the corner of Hall and South Streets and the boardwalk. They need to be scraped and painted and the one at the boardwalk may need to be straightened up. Joyce will research options and bring the information back to Council. Joyce expressed her concern that she would like to see this work completed before July 1<sup>st</sup>.

- *Canteen Supplies at Crescent Beach Centre*

There was an extensive discussion regarding the need for a canteen at the Crescent Beach Centre. It appears that the need is not only for tourists but for locals as well. The discussion centred on what items should be and should not be offered for sale as it pertains to the Town of Lockeport's Healthy Eating in Municipal and Recreation Settings Policy. It was determined that Janice Fiske and her staff can handle the canteen and all its' components.

After hearing the various opinions on what this Policy entails, Mayor Harding wishes to take a good long look at the Policy to determine just how restrictive it is as it pertains to what items we can offer for sale. If it is too restrictive Mayor Harding expressed the need for it to be revisited by the current Council. The following motion was made:

**05-08-17-16**

**It was duly moved and seconded that the Town move forward with offering concessions for sale at the Crescent Beach Centre based on the current Healthy Eating in Municipal and Recreation Settings Policy and start with limited and healthy options such as coffee, tea, water, juice, granola bars, fruit cups, crackers and cheese.**

**Motion Passed**

- *Property Assessment Team (Dangerous & Unsightly) Meeting*

Mayor Harding informed Council that he has been made aware of several ratepayers' concerns regarding the condition of certain properties within the Town of Lockeport. Mayor Harding sympathizes with the ratepayers who live next door to these properties. He stated it affects neighbouring properties in a negative manner.

Mayor Harding will be taking photos of said properties and then scheduling a meeting of the Property Assessment Team (Dangerous & Unsightly). This Team consists of Mayor Harding, Deputy Mayor Townsend and Councillor Dawn DeMings-Taylor. Councillor DeMings-Taylor expressed an interest in going with Mayor Harding when he goes out to take the photos.

## **10. Council Reports**

- *Councillor DeMings-Taylor*
  - *Shelburne County East RCMP (SSERCMP) Advisory Committee Report, April 12, 2017 (Attached as Schedule "C")*

Members of the SCERCMP Advisory Committee are encouraged to do a ride along with an Officer for a day. Councillor DeMings-Taylor wishes to take advantage of the opportunity to do a ride along with an RCMP Officer for a day and will do so when it is finalized.

## **11. Correspondence**

**05-08-17-17**

**It was duly moved and seconded that the Correspondence be accepted.**

**Motion Passed**

- *Email from Betty MacDonald, Executive Director UNSM*
- *Email from Deputy Mayor Laurie Murley, President UNSM*
- *Email from Stephen G. Mills, Southern Zone, Emergency Management Planning Officer*
- *Email from Clark Somerville, president, FCM*

## **12. Date of next meeting**

*Monday, June 12, 2017*

## **13. "In Camera"**

## **14. Adjournment**

**05-08-17-18**

**There being no further business to discuss, the Meeting was adjourned. Time 7:40 p.m.**

**Motion Passed**

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**George R. Harding,**  
Mayor

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**Joyce Young,**  
Town Clerk/Treasurer