

**TOWN OF LOCKEPORT
REGULAR COUNCIL MEETING
TUESDAY, NOVEMBER 14, 2017 AT 6:00 P.M.
MINUTES**

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

1. Call to order

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

2. Silence Electronic Devices

All electronic devices were silenced at this time.

3. Approval of Agenda

11-14-17-01

It was duly moved and seconded that the agenda be approved with the following additions under Finance: (A) Mileage claim for Frances Scott and (B) Heat Pump decision and under Other Business: Proposed amendment to time for Committee of the Whole Meetings and under Council Reports, Mayor Harding – UNSM Conference Report.

Motion Passed

4. Approval of previous minutes

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

11-14-17-02

It was duly moved and seconded that the Regular Council Meeting Minutes from October 10, 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

6. Presentations

- *Paul Wills – Draft Capital Planning Policy*

Paul reviewed the Draft Capital Planning Policy with Council; answering questions and pointing out details. This is part of the process involving the Municipal Finance Corporation working with the Town in establishing some internal control policies.

The next step of the process will be to address the Debt Affordability model which is planned for March, 2018.

Paul also addressed questions raised as to any other ways to generate revenue than taxes to which Paul replied that some units incorporate area rates but there are not a lot of avenues besides taxes for Municipal Units to generate revenue. The following motion was made:

11-14-17-03

It was duly moved and seconded that Council approve the Town of Lockeport Multi-Year Capital Plan Policy as presented.

Motion Passed

Council thanked Paul for his time and work on behalf of the Town of Lockeport.

7. Recommendations from Other Committees

- *Committee of the Whole, October 23, 2017*
- *Design to be painted on the old bandstand building*

11-14-17-04

It was duly moved and seconded that Frances be authorized to go forward with having the suggested design painted on the West side of the old bandstand building.

Motion Passed

- *Space in Recreation Centre for Sparks, Brownies & Guides Meetings*

11-14-17-05

It was duly moved and seconded that the newly formed Sparks, Brownies and Guides troop be provided with space for their meetings in the Recreation Centre on Monday evenings at no charge for the 2017-2018 season.

Motion Passed

- *Work to be done to the Ball field*

11-14-17-06

It was duly moved and seconded that Frances be authorized to proceed immediately with having the work done on the Infield, as stated in the proposal submitted by Tyler Harris Excavating.

Motion Passed

- *Chainsaw Certification Course*

11-14-17-07

It was duly moved and seconded that the Town of Lockeport agree to pay the fee for Public Works staff member, Wayne Chetwynd to take the online chainsaw certification course at a cost of approximately \$80.00.

Motion Passed

Requirements under the Provincial Occupational Health and Safety will be reviewed.

- *Appointing an agent for the Market at the Pavilion*

11-14-17-08

It was duly moved and seconded that the Town of Lockeport appoint Fredena Harlow/Beech Street Studios or Staff/Council Designate of the Committee to be the agent operating the Market at the Pavilion on behalf of the Town of Lockeport.

Motion Passed

- *Economic Development/Planning Advisory Committee*

There was a discussion on how we can gain interest and participation for Economic Development issues. The Committee of the Whole structure will be reviewed to accommodate public participation. Joyce will send an email to the remaining former members advising them of the possible changes. The following motions were made:

11-14-17-09

It was duly moved and seconded that the Committee recommend to Council that Economic Development be added as a line item to the Committee of the Whole agendas.

Motion Passed

11-14-17-10

It was duly moved and seconded that Council review the Committee of the Whole Policy with an eye to incorporate the new structure.

Motion Passed

- *Dialysis Unit for Roseway Hospital*

11-14-17-11

It was duly moved and seconded that the Town of Lockeport write a letter to the Minister of Health, the Honourable Randy Delorey, in support of the Town of Shelburne's request for a Dialysis Unit at Roseway Hospital.

Motion Passed

- *The Weather Network*

11-14-17-12

It was duly moved and seconded that a letter be sent to the CRTC in support of the application by the Weather Network to keep their services as part of the basic package for a seven-year license term, at the same rate they have received since 1993.

Motion Passed

8. Finance

- *Motion to approve tree removal on Beech and Spruce Streets at a cost of \$5000.00 plus HST*

As per the Tree Policy for the Town of Lockeport, staff members have identified four trees along Spruce Street and two trees along Beech Street that have deteriorated and have created an extreme hazard. Staff has had a tree removal expert investigate the condition of the trees and were advised that the trees need to be removed. Staff recommended to Council that although the cost of removal of these trees is not a budgeted item, considering the hazard to the public, Council should address this concern immediately. The cost for complete removal and disposal is \$5000.00 plus HST.

11-14-17-13

It was duly moved and seconded that Council approve the removal of trees on Beech and Spruce Streets as determined by staff at a cost of \$5000.00 plus HST for complete removal and disposal.

Motion Passed

- *Municipal Finance Corporation - Borrowing Resolution 2017/2018*

11-14-17-14

It was duly moved and seconded that the Town of Lockeport execute the Municipal Corporation Borrowing Resolution 2017/2018, allowing the Town to borrow for current expenditures until such time as the taxes to be levied can be collected.

Motion Passed

- *Letter re: donation from the Lockeport & Area Minor Ball Association*

In lieu of paying rent for the use of the Recreation Centre and Town staff support for holding their Bingo, the Lockeport & Area Minor Ball Association has provided the Town with a cheque in the amount of \$11,000.00 as a contribution towards maintenance required at the ball field.

11-14-17-15

It was duly moved and seconded that Council send a letter of appreciation to the Lockeport & Area Minor Ball Association for their large donation toward the much needed repairs to the Ball Field.

Motion Passed

- *Mileage claim for Councillor Eshelby – April to October, 2017*

11-14-17-16

It was duly moved and seconded that the mileage claim submitted by Councillor Eshelby in the amount of 328.60, be paid.

Motion Passed

- *Letter from the Department of Justice re: RCMP Services cost for 2017/2018*

Joyce informed Council that the RCMP costs for 2017/2018 have come in at \$155,594.00.

- *Mileage claim for Frances Scott, Community Co-Ordinator*

11-14-17-17

It was duly moved and seconded that the mileage claim submitted by Frances Scott, Community Co-Ordinator in the amount of \$234.19, be paid.

Motion Passed

- *Heat Pump Decision*

There was a discussion regarding the Preschool and the previous understanding with them to install heat pumps in the Recreation Centre in lieu of rent. Joyce and Deputy Mayor Swimm went over the events for new members of Council so they can be up to date on why the following motions are being brought forth. Council has decided that a lease agreement would be much more satisfactory for the Preschool and for the Town of Lockeport. This way the Preschool does not have to put out large amounts of money at one time, all they need to worry about is paying their monthly lease payments.

As stated in the Town of Lockeport Procurement Policy a minimum of 3 estimates were received for the purchase and installation of heat pumps in the Recreation Centre. After sharing the information with Council, the following motion was made:

11-14-17-18

It was duly moved and seconded that Joyce contract the services of Len's Plumbing & Heating to install heat pumps in the Recreation Centre as specified in their estimate. Also the Clerk/Treasurer is directed to arrange to have a suitable heat pump system installed in the main office area of the Town Hall by the same Contractor. Arrangements are to be made through the "Lease to Purchase" program offered by Nova Scotia Power.

Motion Passed

- *Lease agreement with the Lockeport & Area Preschool*

11-14-17-19

It was duly moved and seconded that Joyce develop a lease agreement between the Town of Lockeport and the Preschool with a rate of \$300.00 per month retroactive to April 1, 2017. A letter will be sent to the Preschool advising them of Council's decision.

Motion Passed

9. Other Business

- *Expense Allowance for Councillors – Income Tax Purposes*

11-14-17-20

It was duly moved and seconded that "For the Calendar year, 2017, one-third of the total sum paid to each Councillor as salaries or other remuneration, including all non-accountable expense money, shall be declared an allowance for expenses to be excluded from income under the Income Tax Act of Canada."

Motion Passed

- *Posting Expenses online*

11-14-17-21

It was duly moved and seconded that the Town of Lockeport begin posting Mayor, Council and the Town Clerk/Treasurer's expenses online for transparency purposes, as legislated by the Province of Nova Scotia.

Motion Passed

- *Council appointments to Town of Lockeport Committees*
 - *Recreation Committee*

11-14-17-22

It was duly moved and seconded that Councillor DeMings-Taylor and Councillor Eshelby remain as Council representatives on the Recreation Committee.

Motion Passed

- *July 1st Committee*

11-14-17-23

It was duly moved and seconded that Mayor Harding remain on the July 1st Committee and take over as Chairperson with Deputy Mayor Swimm remaining as a member and Councillor Eshelby and Councillor Balish being added as non-members to help out when needed.

Motion Passed

- *Market at the Pavilion*

11-14-17-24

It was duly moved and seconded that the Market at the Pavilion Committee consists of Mayor Harding, Councillor Eshelby and Councillor Balish.

Motion Passed

- *Planning Advisory*

11-14-17-25

It was duly moved and seconded that the Planning Advisory Committee consist of all of Council.

- *Little School Museum*

Joyce asked for a volunteer to take over the overseeing of the Museum and Councillor Balish accepted the challenge.

- *Lockeport 2017 Planning*

11-14-17-26

It was duly moved and seconded that the Lockeport 2017 Planning Committee consist of Mayor Harding, Mary Meagher and Janice Fiske with Frances Scott as resource.

Motion Passed

- *Shelburne County East RCMP Advisory*

11-14-17-27

It was duly moved and seconded that Councillor Balish replace Deputy Mayor Swimm on the Shelburne County East RCMP Advisory Committee and Councillor DeMings-Taylor remain on this Committee.

Motion Passed

- *Heritage Advisory*

11-14-17-28

It was duly moved and seconded that Deputy Mayor Swimm and Councillor Eshelby remain on the Heritage Advisory Committee.

Motion Passed

- *Property Management Team (Town owned Properties)*

11-14-17-29

It was duly moved and seconded that Deputy Mayor Swimm and Councillor Eshelby remain on the Property Management Team.

Motion Passed

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

11-14-17-30

It was duly moved and seconded that Mayor Harding and Councillor DeMings-Taylor remain on the Property Assessment Team and Councillor Balish be added.

Motion Passed

- *Roseway Manor Board*

11-14-17-31

It was duly moved and seconded that Mayor Harding, Deputy Mayor Swimm and Councillor Eshelby remain on the Roseway Manor Board.

Motion Passed

- *Region 6 Steering Committee*

11-14-17-32

It was duly moved and seconded that Mayor Harding remains as the Town of Lockeport representative on the Region 6 Steering Committee with Deputy Mayor Swimm as his alternate.

Motion Passed

- *Region 6 Technical Committee*

11-14-17-33

It was duly moved and seconded that Joyce Young, Town Clerk/Treasurer remain as the Town of Lockeport representative on the Region 6 Technical Committee.

Motion Passed

- *Western Counties Regional Library Board*

11-14-17-34

It was duly moved and seconded that Councillor Balish be the Town of Lockeport representative on the Western Counties Regional Library Board.

Motion Passed

- *Kid's Fair Play Fund*

11-14-17-35

It was duly moved and seconded that Frances Scott, Community CoOrdinator represent the Town of Lockeport on the Kid's Fair Play Fund Committee.

Motion Passed

- *School Advisory Committee*

11-14-17-36

It was duly moved and seconded that Councillor Eshelby be the Town of Lockeport representative on the School Advisory Committee.

Motion Passed

- *Town's Caucus*

11-14-17-37

It was duly moved and seconded that Mayor Harding be the Town of Lockeport representative on the Town's Caucus Committee.

Motion Passed

It was suggested that we should inquire as to whether a Council member is required on the Roseway Hospital Charitable Foundation before appointing anyone.

- *REN Liaison & Oversight Committee*

11-14-17-38

It was duly moved and seconded that Mayor Harding be the Town of Lockeport representative on the REN Liaison & Oversight Committee.

Motion Passed

- *Annual appointment of Deputy Mayor*

Councillor Eshelby nominated Deputy Mayor Swimm for the upcoming year. There being no further nominations, Deputy Mayor Swimm accepted the nomination. The following motion was made:

11-14-17-39

It was duly moved and seconded that Joann Swimm be appointed as Deputy Mayor for the upcoming twelve month period.

Motion Passed

- *Letter from Penny Smith, Warden for the Municipality of the District of Shelburne regarding joint Economic Development staff*

Considering a Joint Council Meeting has been scheduled for November 22, 2017 in Shelburne the topic of Joint Economic Development staff will be discussed at that time.

- *Committee of the Whole Meeting time change*

11-14-17-40

It was duly moved and seconded that the regular Committee of the Whole Meeting that is scheduled for 1:00 p.m. on November 27, 2017 be changed to 2:45 pm the same day, due to lack of a quorum at the regularly scheduled time.

Motion Passed

10. For Information

- *Region 6 – Boardroom Brief*

11. Council Reports

- *Deputy Mayor Joann Swimm*
 - *Shelburne County East RCMP Advisory Report, October 11, 2017*
- *Mayor Harding*
 - *UNSM Conference briefing*

Mayor Harding and Joyce attended the UNSM Conference recently and both feel it was a well planned and orchestrated event. Topics addressed at the Conference were as follows:

- The UNSM will now be referred to as the FNSM (Federation of Nova Scotia Municipalities).
- Asset Management
- Municipal Success stories
- Mobile Food Market
- Joint Service Boards
- Town's Caucus Meetings
- Minister's Panel
- Resolutions Process - Resolutions going forward to the Province of Nova Scotia pertain to the CAP Program, the Funding Structure, Roads, High Speed Internet and Doctor shortage

Mayor Harding reminded Council about what a great learning and networking experience these Conferences present and invited the rest of Council to think about attending one in the future.

12. Correspondence

11-14-17-41

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

Motion Passed

- *Letter to UNSM President, Deputy Mayor Laurie Murley from the Town of Clark's Harbour*
- *Letter to UNSM President, Deputy Mayor Laurie Murley from the Honourable Derek Mombourquette, Minister of Municipal Affairs*

13. Date of next meeting

Monday, December 11, 2017

14. "In Camera"

14. Adjournment

11-14-17-42

There being no further business to discuss, it was duly moved and seconded that the Meeting be adjourned. Time 9:38 p.m.

Motion Passed

**George R. Harding,
Mayor**

Flashdrive: Regular Council Meetings 2017/2018, 111417.min

**Joyce Young,
Town Clerk/Treasurer**