

**TOWN OF LOCKEPORT
COUNCIL MEETING IN COUNCIL CHAMBERS
MONDAY, NOVEMBER 8, 2021
MINUTES**

1. Call to order

The meeting was called to order by Mayor Nickerson at 6:00 p.m.

2. Silence Electronic Devices

All electronic devices were silenced at this time.

3. Approval of Agenda

11-08-21-01

It was duly moved and seconded that the agenda be approved with the addition of Shred-It under Finance and Personnel Issue under “In Camera”.

Motion Passed

4. Approval of Minutes

- Regular Council Meeting Minutes October 25, 2021

11-08-21-02

It was duly moved and seconded that the minutes of the Regular Council meeting of October 25, 2021 be approved as circulated.

Motion Passed

5. Open Mic

6. Finance

- List of invoices already paid in the amount of \$100,851.41

There were no questions or concerns regarding the list of invoices.

- Mileage claim for Frances Scott

There was a brief discussion pertaining to the travel policy as it relates to timing of claims submissions.

11-08-21-03

It was duly moved and seconded that the mileage claim for Frances Scott be approved for \$246.92.

Motion Passed

- Renewal of agreement with Iris Communications

11-08-21-04

It was duly moved and seconded that the agreement with Iris Communication be renewed.

Motion Passed

- Borrowing Resolution with RBC

11-08-21-05

It was duly moved and seconded that the Town of Lockeport execute the Municipal Corporation Borrowing Resolution 2021/2022, allowing the Town to borrow for current expenditures until such time as the taxes to be levied can be collected.

Motion Passed

- Municipal Financial Capacity Grant and the Town Foundation Grant

The department of Municipal Affairs and Housing advised that the Town of Lockeport received a one time contribution of \$158,081.00.

- Shred-It

We have 116 boxes of old invoices, cash books and vouchers that need to be shredded. Joyce will call and the next time Shred-It is in Lockeport for another company, ask that they also come to the Town Office to collect our shredding. This material has been documented as per the records retention policy.

11-08-21-06

It was duly moved and seconded that Shred-It be hired to destroy archived invoices, cash books and outdated information.

Motion Passed

7. Other Business

- Review Committee Appointments

All committee's were reviewed and it was agreed that they were all to remain the same.

11-08-21-07

It was duly moved and seconded that all Committee Appointment's stay as they are.

Motion Passed

- Appointment of Deputy Mayor

11-08-21-08

It was duly moved and seconded that Dawn DeMings-Taylor remain as Deputy-Mayor for the next term of one year.

Motion Passed

- Draft COVID-19 Workplace Safety Protocol

There was a discussion around the rapid testing and how to provide proof if Councillors are being tested at their place of work. It was decided that they would get tested at the Town Office on Mondays during the day, if there is a meeting that day.

Issues relating to Firefighter/Medical First Responder will be removed from this policy and will be reviewed and incorporated into the policy at a later date.

11-08-21-09

It was duly moved and seconded that the COVID-19 Workplace Safety Protocol becomes a policy.

Motion Passed

- Draft Amended Use of Town Facilities Policy

Council will meet with the Community Co-ordinator to review this policy.

8. Council Reports

- Councillor Dayle Eshelby
- Deputy Mayor DeMings-Taylor
- Councillor Kent Balish
- Councillor Mary Meagher
- Mayor Cory Nickerson

9. Correspondence

There was nothing under “Correspondence”.

10. Information Only

- Introduction of Bill No. 32
- NSFM Resolutions Report

11. Date of next meeting

- Monday, November 22, 2021 at 1:00 p.m.

12. “In Camera”

- Personnel Issue

11-08-21-10

**It was duly moved and seconded that council proceed “In Camera” to discuss a Personnel Issue.
Motion Passed**

Council proceeded in regular session

13. Adjournment

11-08-21-11

**There being no further business to discuss, it was duly moved and seconded that the meeting be
adjourned. Time 7:30 p.m.**

Motion Passed

Cory Nickerson, Mayor

Joyce Young, Town Clerk/Treasurer