



**TOWN OF LOCKEPORT  
COUNCIL MEETING  
MONDAY, OCTOBER 28, 2024  
MINUTES**

**PRESENT:** Mayor Elect Derek Amalfa, Councillor Elect Anna Chetwynd, Councillor Elect Craig Hillen, Councillor Elect Kevin Chetwynd, Councillor Elect Candace Malik, Town Clerk/Treasurer June Harding and Recording Secretary Jill Cassibo.

**REGRETS:** Public Works Supervisor, Kevin Snow and Community Coordinator, Frances Scott

1. Call to order

The meeting was called to order by the Town Clerk/Treasurer, June Harding at 1:00 p.m.

2. Silence Electronic Devices

All electronic devices were silenced at that time.

3. Declaration of Elected Candidates

The Town Clerk/Treasurer, June Harding declared Derek Amalfa, Anna Chetwynd, Craig Hillen, Kevin Chetwynd and Candace Malik, officially elected as Council for the Town of Lockeport for a term of four years.

*Municipal Elections were held on October 19, 2024.*

4. Oath of Allegiance and of Office – Mayor

Mayor Elect Derek Amalfa came forward for swearing his Oath of Allegiance and of Office delivered by the Town Clerk/Treasurer, June Harding.

5. Oath of Allegiance and of Office – Four Councillors

Councillor Elect Anna Chetwynd came forward for swearing her Oath of Allegiance and of Office delivered by Mayor Amalfa.

Councillor Elect Craig Hillen came forward for swearing his Oath of Allegiance and of Office delivered by Mayor Amalfa.

Councillor Elect Candace Malik came forward for swearing her Oath of Allegiance and of Office delivered by Mayor Amalfa.

Councillor Elect Kevin Chetwynd came forward for swearing his Oath of Allegiance and of Office delivered by Mayor Amalfa.

6. Statement of Commitment to Councillors' Code of Conduct as per Town of Lockeport Policy # L-006

Mayor Amalfa, Councillor A. Chetwynd, Councillor Hillen, Councillor K. Chetwynd and Councillor Malik all declared their commitment to the Council Code of Conduct.

7. Appointment of Deputy Mayor

Councillor Craig Hillen nominated Anna Chetwynd for the Deputy Mayor position and she accepted the nomination.

There being no further nominations the following motion was made

**10-28-24-01**

**It was duly moved and seconded that Anna Chetwynd be named Deputy Mayor for the term of one year. Motion Passed**

8. Approval of Agenda, including additions or deletions

**10-28-24-02**

**It was duly moved and seconded that Council approve the agenda for the October 28, 2024 meeting with the following addition – under the Public Works Report – Snow Shoveling. Motion Passed**

9. Approval of Minutes from the October 18, 2024, Regular Council Meeting

**10-28-24-03**

**It was duly moved and seconded that Council approve the October 18, 2024, meeting Minutes as circulated. Motion Passed**

10. Business arising from previous Minutes

The issue brought forward by David Lyons is being investigated.

11. 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.

Howard Roszel of Lockeport would like for the records to show which Councillor makes and seconds motions.

Dayle Eshelby of Lockeport read a nice letter of support to the new Mayor and Council with much kind advice.

12. Presentations

There were no presentations scheduled for this meeting.

13. Department Reports

- Public Works Department Report

The Town is still in need of someone to shovel snow for the winter.

- Community Coordinators Report
- Administration Report

The Waster Water project is set to begin soon. We will now have to wait for the Provincial Election to seek financial help from the Minister of Health for the Medical Centre ramp.

Also, help from the Minister of Environment and MLA for the proposed project to address the barrier that lies between the Atlantic Ocean and the Locke St. Causeway will be put on hold until after the election.

#### 14. Finance

- List of invoices already paid in the amount of \$35,810.43

There was a question brought up regarding one of the invoices about travel and the Town Clerk/Treasurer will discuss this with the Community Coordinator, as well as questions that Council may have around grants that the Community Coordinator submits.

#### 15. Other Business

- Change of meeting day from Monday to Friday discussion

Councillor K Chetwynd proposed that due to his work schedule all Council meetings be held on Fridays at 1:00 p.m. Mayor and Council were all in agreement.

#### **10-28-24-04**

**It was duly moved and seconded that moving forward, all Council meetings for the Town of Lockeport will be held on Fridays at 1:00 p.m., unless it is a holiday, then it will fall to the next business day at 1:00 p.m. Motion Passed**

- Code of Conduct for Municipal Elected Officials Resolution

#### **10-28-24-05**

**It was duly moved and seconded that Council approves the adoption of the following Code of Conduct:**

**Whereas: the Minister of Municipal Affairs and Housing for the Province of Nova Scotia has made the Code of Conduct for Municipal Elected Officials Regulations, N.S.Reg. 220/2024; and,**

**Whereas: Municipalities are required to adopt the model Code of Conduct prescribed by the Regulations on or before December 19, 2024, pursuant to Section 4(1) of the Regulations and Section 23A of the Municipal Government Act;**

**Therefore: be it resolved that the Council of the Town of Lockeport hereby adopt the model Code of Conduct as set forth in Schedule “A” to the Regulations; which shall be titled the “Code of Conduct for Elected Officials of the Town of Lockeport.” Motion Passed**

- Request to do presentation from Birds Canada

The Town Clerk/Treasurer was directed to contact Birds Canada and ask for the requested presentation to be done in the new year.

- NSFAM Fall Conference

The past Council did not allow for any funds for Conferences in the budget. Next year when the budget is done, money may be put aside for this. The Town's Municipal Advisor and her team have agreed to travel to Lockeport to administer training and orientation for the new Mayor and Council.

- Council Committees Appointments

### **10-28-24-06**

**It was duly moved and seconded that Council accept all new Committee appointments as agreed upon. Motion Passed**

It was agreed that The Heritage Committee will now be the Heritage and Tourism Committee.

Committee List Attached to this report.

## 16. Committee Reports

- Canada Day
- Recreation Report
  - o Notes from Recreation meeting

## 17. Correspondence

There was nothing for Correspondence

## 18. Information Only

There was nothing for Information Only

## 19. Date of next meeting

- Friday November 15, 2024, at 1:00 p.m.
-

20. "In Camera"

There was nothing for "In Camera"

21. Adjournment

**10-28-24-07**

**There being no further business, it was duly moved and seconded that the meeting be adjourned. Time 2:26 p.m.**

---

Derek Amalfa, Mayor

---

June Harding, Town Clerk/Treasurer

**TOWN OF LOCKEPORT  
COMMITTEES**  
(as of Oct 28, 2024)

**NOTE: The Mayor serves as Ex Officio member of each committee.**

**1. REGULAR COUNCIL # 1**

*(Meets the 2nd Friday of the month at 1:00 p.m.)*

Chairperson: Mayor Amalfa

All Council

**REGULAR COUNCIL # 2**

*(Meets the 4<sup>th</sup> Friday of the month at 1:00 p.m.)*

Chairperson: Mayor Amalfa

All Council

Frances Scott and Kevin Snow

**2. FINANCE COMMITTEE**

*(Meets after the budget is set in January, March & November the 4<sup>th</sup> Monday of the month)*

Chairperson: Mayor Amalfa

Committee of all Council

**3. AUDIT COMMITTEE**

*(Meets once prior to the audit and once after the audit)*

All Council

Town Clerk/Treasurer

Two members of the public

**4. RECREATION**

*(Meets the 3rd Monday of the Month at 6:30 p.m.)*

Mayor Amalfa  
MaryAnn Swansburg  
Dawn DeMings-Taylor  
Rec. Secretary: Frances Scott – Community Coordinator 875-6070 or 656-2565

Deputy Mayor A Chetwynd  
Will Chetwynd Student Representative  
Sue Crosby

**5. CANADA DAY COMMITTEE**

*(Meets as required)*

Councillor K. Chetwynd  
Councillor Malik  
Ellen Suttle 656-2479  
Mabel Mayo 656-2677

Nicole Townsend  
Emily Swim 319-0223  
Nancy Williams 656-2477

**6. PLANNING ADVISORY**

All Council

**7. POLICE ADVISORY**

*(Meets quarterly with rotating venue and Chairperson)*

Deputy Mayor A Chetwynd lockeportmfr@hotmail.com  
Councillor Hillen craig67hillen@outlook.com  
Howard Roszel 656-2073 [howardroszel@hotmail.com](mailto:howardroszel@hotmail.com)  
Dawn DeMings-Taylor 874-1393 ddemingstaylor@gmail.com

**8. EMERGENCY MEASURES ORGANIZATION (EMO)**

*(Meets in February, June, September and November the 4<sup>th</sup> Monday of the month)*

All Council  
Town Clerk/Treasurer  
Fire Chief

**9. HERITAGE ADVISORY AND TOURISM**

*(Meets as needed)*

Councillor Hillen  
Emily Swim

**10. PROPERTY CONDITION ASSESSMENT TEAM (DANGEROUS & UNSIGHTLY PREMISES)**

*(Meets as needed)*

All Council

**11. ASSET MANAGEMENT COMMITTEE**

Mayor Amalfa  
Deputy Mayor A. Chetwynd  
Town Clerk/Treasurer  
Frances Scott



Kevin Snow

**TOWN OF LOCKEPORT  
OUTSIDE BOARD APPOINTMENTS**

**1. SCEEMO**  
All Council

**1. (A) EMO LIAISON COMMITTEE**

Mayor Amalfa

Alternate: Councillor Malik

**2. (B) EMO PLANNING COMMITTEE**

Mayor Amalfa

Councillor Hillen

Councillor K. Chetwynd

Town Clerk/Treasurer

**3. (C) REGIONAL EMERGENCY MANAGEMENT PLANNING COMMITTEE**

Mayor Amalfa

Councillor Hillen

**2. REGION 6 SOLID WASTE/EAST SHELBURNE/QUEEN'S SOLID WASTE  
COMMITTEES:**

**2 (A) REGION 6 INTERMUNICIPAL COMMITTEE:**

Mayor Amalfa

Alternate: Councillor K. Chetwynd

**2 (B) REGION 6 TECHNICAL COMMITTEE:**

Town Clerk/Treasurer

**3. WESTERN REGIONAL HOUSING AUTHORITY**

4. **REGIONAL LIBRARY BOARD**  
Councillor Malik
5. **KID'S FAIR PLAY FUND**  
Frances Scott - Community Co-Ordinator
6. **SCHOOL ADVISORY COMMITTEE**  
Councillor Malik
7. **TOWN'S CAUCUS**  
Mayor Amalfa
8. **SHELBURNE COUNTY HOUSING COALITION**  
Deputy Mayor A. Chetwynd
9. **ROSEWAY MANOR BOARD**  
*(Meets the quarterly)*  
Mayor Amalfa  
Councillor Hillen  
Councillor Malik
10. **EASTERN SHELBURNE COUNTY ACCESSIBILITY COMMITTEE**  
Councillor Hillen  
Frances Scott – Community Co-Ordinator
11. **SHELBURNE COMMUNITY/NOVA SCOTIA HEALTH AUTHORITY  
STAKEHOLDERS GROUP**  
Councillor K. Chetwynd  
Alternate: Deputy Mayor A. Chetwynd
12. **ROSEWAY HOSPITAL CHARITABLE FOUNDATION**  
Councillor Malik
13. **SHELBURNE COUNTY ARENA ASSOCIATION**  
Mayor Amalfa
14. **ACCESSABILITY COMMITTEE**

Terry Stacey – Chair	Holly Perry – Secretary
Ben Nickerson – Vice Chair	Penny Smith
Councillor Hillen	Sylvia Snow
Frances Scott	Wanda Buchanan
Nicole Blades	Adam Dedrick

**TOWN OF LOCKEPORT COMMITTEES SCHEDULED FOR SPECIFIC DAYS AND  
TIMES EVERY MONTH**  
(as of Oct 28, 2024)

**REGULAR COUNCIL MEETING # 1**

*(Meets the second Friday of the month at 1:00 p.m.) (If Friday is a holiday it is held on the following business day at 1:00 p.m.)*

**REGULAR COUNCIL MEETING # 2**

*(Meets the 4<sup>th</sup> Friday of the month at 1:00 p.m.) (If Friday is a holiday it is held on the following business day at 1:00 p.m.)*

**SCEEMO**

*(Meets when scheduled at 7:00 p.m.)*