



**TOWN OF LOCKPORT
COUNCIL MEETING
FRIDAY AUGUST 14, 2026
MINUTES**

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

1. Call to order

The meeting was called to order by Mayor Amalfa at 10:02 a.m.

2. Silence Electronic Devices

All electronic devices were silenced at this time.

3. Approval of Agenda, including additions or deletions

08-14-26-01

It was duly moved and seconded that Council approve the agenda for the August 14, 2026, meeting with the following additions, under Correspondence: Invitation from the Shelburne and Area Fire Department. Motion Passed

4. Conflict of Interest

There were no Conflicts of Interest declared at this time.

5. Approval of Minutes

- Regular Council Meeting Minutes July 10, 2026

08-14-26-02

It was duly moved and seconded that Council approve the Minutes from the Regular Council Meeting of July 10, 2026. Motion Passed

- Finance Committee Meeting Minutes July 31, 2026

Ms. Harding stated that she had received correspondence from the Auditor to transfer money into the proper reserve accounts. Deputy Mayor Hillen asked about the missing audit from the Fire Department and that they did not present the auditor the material needed to do a compilation audit. Ms. Harding will need to speak to the Fire Chief as the information can not be gathered from Joint Stocks as the Fire Department had suggested to the auditor.

08-14-26-03

It was duly moved and seconded that Council approve the Town Clerk/Treasurer to transfer \$345,303.46 from the Operating Reserve Account to the General Operating Account, to transfer \$313,458.01 to the Capital Reserve Account from the General Operating Account and to transfer \$118,224.30 from the General Operating Account to the Special Reserve Gas Tax Account as requested by the Auditor. Motion Passed

08-14-26-04

It was duly moved and seconded that Council approve the audit as presented apart from the Fire Department compilation audit. Council has instructed the Town Clerk/Treasurer to follow up with the Fire Chief. Motion Passed

Councillor A. Chetwynd and Councillor K. Chetwynd declared a Conflict of Interest and did not vote on this motion.

08-14-26-05

It was duly moved and seconded that Council instruct staff to put out request for proposal for a realtor to act on behalf of the Town of Lockeport to gather information and possibly sell the vacant properties owned by the Town: 3339 #3 Highway in Lydgate, a piece of property on Brighton Rd. (next to the railroad tracks) and Lot 3 on Crest St. Motion Passed

There was a discussion about the possibility of moving the Medical Centre Services to the Preschool room at the Community Centre. Councillor A. Chetwynd suggested that we should explore the option of the move by engaging with stakeholders and determining the cost associated with the proposed relocation.

08-14-26-06

It was duly moved and seconded that Council instruct the Town Clerk/Treasurer to explore costs associated with relocating the Medical Centre and initiate discussions with the stakeholders. Motion Passed

08-14-26-07

It was duly moved and seconded that Council approve the Minutes from the Finance Committee Meeting of July 31, 2026. Motion Passed

6. Business arising from Previous Minutes

There was no business from the previous minutes.

7. Community Forum (Open Mic)

- 20 Minutes Maximum
- Each resident is allowed a maximum of five minutes
- The resident 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

Bill Crosby, a resident of Lockeport, submitted another letter in response to the letter Jeff Wood had written in response to his first letter. Mr. Crosby stated that Council has still not answered his questions about the perceived conflict of interest from the Heritage and Tourism Facebook page as it relates to Jeff Wood as an administrator of the webpage. Shay-Lea O'Brian, a taxpayer in Lockeport, stated that the letter Mr. Wood wrote portrays defamation of character and that she feels it could turn into a federal matter.

Tim Rhyno, a resident of Lockeport, addressed Council, asking for a letter of support from the Town to be sent to the school board. Mr. Rhyno was unable to finish his request due to time constraint. Councillor Malik stated that she believes Mr. Rhyno is looking for a letter of support concerning the placement of his grandson in the same class as his peers, the grade 5/6 split, instead of being in the grade 3/4/5 split class.

8. Presentations

Dave Holdaway – Lockeport Legion Branch 80

Mary Meagher spoke on behalf of the Legion, as Mr. Holdaway was meeting with government people at the Cenotaph. Councillor A. Chetwynd suggested that there are places to purchase a much cheaper flagpole than the one they are quoting. She has just purchased one recently for around \$100.00 and it is a very nice one.

Councillor A. Chetwynd suggested that the cenotaph be allowed to beautify Deputy Mayor Hillen suggested that the Town produce a standard agreement for community

groups to take over responsibility for upkeep and small projects associated with the area they are linked with so that they do not need to come to Council for every beautification or improvement project. This would include the Playpark fundraising group and the Pickleball Club as well as the Royal Canadian Legion, Branch #80.

08-14-26-08

It was duly moved and seconded that Council approve the Royal Canadian Legion Branch #80's proposal as presented. Motion Passed

08-14-26-09

It was duly moved and seconded that Council instruct staff to prepare draft agreements for the Playpark Fundraising Committee, the Pickleball Club and the Royal Canadian Legion Branch # 80 - Lockeport Cenotaph, to assume upkeep and beautification of these areas. Motion Passed

9. Finance

- List of invoices already paid in the amount of \$166,054.36.

Councillor Malik asked if the money that was paid to Lindsay Construction for the wastewater project is going to be reimbursed and Ms. Harding replied that it is to be reimbursed from CBCL's insurance Company.

- Motion to transfer \$27, 212.93 from the Gas Tax account to General operating account to cover the cost of two new sewer pumps purchased from Xylem.

08-14-26-10

It was duly moved and seconded that Council approve the Town Clerk/Treasurer to transfer \$27,212.93 from the Gas Tax Account to the General Operating Account to cover the cost of two new sewer pumps purchased from Xylem. Motion Passed

- Installation of alarms in Town Office and Council Chambers

Councillor K. Chetwynd asked about if the system would go through Scotia Business Centre for the alarm, like the Fire Department or the Medical First Responders and Ms. Harding said that the panic buttons will go directly to the RCMP in Shelburne. Councillor A. Chetwynd asked if it would connect to our camera system, which it should so that will not be a problem. Councillor Malik stated that the amount Ms. Harding was giving Council did not match the quote obtained from Superior Alarms. Ms. Harding agreed that the quote was hard to understand. A new correct quote will be sent to Council once Ms. Harding has received it.

08-14-26-11

It was duly moved and seconded that Council approve the Town Clerk engaging with Superior Alarms in Barrington Passage, to install panic buttons and camera, not to exceed \$5000.00 and to obtain the correct quote before the work proceeds. Motion Passed.

Councillor Malik opposed this motion.

- Request for sponsor from Barrington and Area Chamber of Commerce

08-14-26-12

It was duly moved and seconded that Council respectfully decline to sponsor an event at the Barrington and Area Chamber of Commerce and the Shelburne and Area Chamber of Commerce, Shelburne County Business Awards, 2026. Motion Passed.

10. Other Business

- Request for a representative for the Shelburne and Area Chamber of Commerce

Councillor Malik was looking for times of these meetings held on third Tuesday of the month and most Council members are already on several boards. Deputy Mayor Hillen supports the work they do, and Councillor A. Chetwynd nominated Deputy Mayor Hillen as a representative. The Heritage and Tourism Committee meet the third Tuesday of the month already, so it will depend on the time of their meeting. This will be held over until the next Council meeting.

- Artist recognition plaque for the Red Petticoat Interpretative sign at the Widow's Walk

Councillor K. Chetwynd would like the word Lockeport removed from the request from Layla Crouse to have her recognized as the artist of the Red Petticoat sign and stated that there was no response from her to the letter former Mayor Harding had in an email thread. This will again be held over until the next Council meeting so that more information can be gathered.

- First reading of Regional Emergency Management By-Law #109

This new by-law specifically speaks to the Town of Lockeport and not the other municipal units together that originally signed it.

08-14-26-13

It was duly moved and seconded that Council approve first reading of the Regional Emergency Management By-Law Motion Passed

- Review of proposed Municipal Communication process and Town of Lockeport Social media policy

Councillor Malik thought that this will mean more work for the Town Clerk/Treasurer to be the admin on every Town owned social media page and must approve all content. Ms. Harding stated that she could make the chairs of the committees' delegates over their own pages if the content was factual and appropriate. There will need to be an audit done on all the Town social media pages and people who are no longer on the committee removed from adding content as well as identifying current administrators of the pages. Mayor Amalfa encouraged Council to be proactive and get notices to Ms. Harding in a timely manner so that articles can be published. This will be a trial period of three months and then staff will review and report back to Council.

08-14-26-15

It was duly moved and seconded that Council agrees to have Ms. Harding the admin for all the town owned official social media pages and content being added to these pages will need to be approved through her or her delegate. Motion Passed

08-14-26-14

It was duly moved and seconded that Council approve the proposed Municipal Communication process as presented for a trial basis of three months and then staff will review and report back to Council. Motion Passed

- Review of Committee appointments

Mayor Amalfa presented his list of boards and committees he currently sits on and three that he needs other Councillors to take over. The three he is resigning from are the Shelburne County Arena Association, Region 6 Intermunicipal Committee and Shelburne County Climate Action Committee.

08-14-26-15

It was duly moved and seconded that Council appoint Deputy Mayor Hillen to the Shelburne County Arena Association, Councillor A. Chetwynd to the Region 6 Intermunicipal Committee and Councillor Malik to the Shelburne County Climate Action Committee. Motion Passed

- Request from REMO for staff representative from Lockeport

08-14-26-16

It was duly moved and seconded that Council approve June Harding, Town Clerk/Treasurer to represent the Town of Lockeport on the REMO Committee as Public Works liaison. Motion Passed

- Preliminary Staff report – Public Works

Deputy Mayor Hillen stated that the gate at Roods Head looks great and the zebra strips on the cross walks look good as well.

11. Council Reports

- Mayor Derek Amalfa
 - o Canada Day meeting minutes for July 29, 2026

An expression of interest will be issued for Canada Day Committee members as more volunteers are needed to keep this committee up and running. The Canada Day Committee will sponsor the Mersey Band Concert in August.

08-14-26-17

It was duly moved and seconded that as recommended by the Canada Day Committee, Council accept the resignation of Nancy Williams with regret and approve the nomination of Tiffany Morash as a member of the Canada Day Committee. Motion Passed

08-14-26-18

It was duly moved and seconded that Council approve the Canada Day Committee to sponsor the Mersey Band for August 25, 2026, at Seacaps park. Motion Passed

- o Regional Emergency Management Advisory Committee Minutes July 16, 2026
- Deputy Mayor Craig Hillen
 - o Heritage and Tourism Minutes from June 15, 2026
- Councillor Anna Chetwynd
 - o Recreation Meeting Minutes from July 6, 2026, and August 4, 2026

The work Mark Williams Excavating is doing on the walkway on Brighton Road looks very nice and it will make it much safer for people to walk. Residents seem happy with the widened trail.

- Update from Seacaps Playpark Fundraising Group

The playpark will be closed starting Aug 24 for the final installation of the swings and any other work that needs to be completed. Councillor A. Chetwynd acknowledged the great work the Playpark Fundraising Group has done and how they are planning to continue fundraising to help take the financial burden off the Town of Lockeport.

- Sample sign for Playpark.

The sign is a necessary to cover the terms of the contracts from provincial and federal grants received for this project. Councillor A. Chetwynd is waiting for approval from ACOA to go ahead with the sign.

08-14-26-19

It was duly moved and seconded that Council approve the wording of the proposed sign and that the final draft be approved by Council before going to print. Motion Passed.

- Councillor Candace Malik

Councillor Malik spoke about the change in hours for the library from 18.5 to 21, but nighttime hours have been reduced and daytime hours increased.

08-14-26-20

It was duly moved and seconded that Council direct staff to post the hours on Facebook and the Town of Lockeport website. Motion Passed

12. Correspondence

There was nothing for correspondence.

13. Information Only

- Thank you, card, from recipient Kaitlyn Brown for Town of Lockeport Bursary
- Letter of concern from Jeff Wood, owner of Seaside Cottages at Ginger Hill
- News release from NSFM
- Modernization of Ground Search and Rescue in Nova Scotia – report prepared by NS Department of Emergency Management
- Tri-County Youth Summit report – Shelburne County
- Letter of approved funding support from the REMO Capacity Grant Program
- Change of hours notice for Lockeport Library
- Notice of South Shore Labour Councils Annual Labour Day event

- Thank you letter from Harmony Bazaar

14. Date of next meeting

- September 11, 2026, at 1:00 p.m.

08-14-26-21

**It was duly moved and seconded that Council go ‘In Camera’ at 12:17 a.m.
Motion Passed**

15. “In Camera”

- Personnel

Council came out of Camera at 1:10 p.m.

16. Adjournment

08-14-26-22

**There being no further business, it was duly moved and seconded that the
meeting be adjourned. Time 1:10 p.m. Motion Passed**

Mayor Derek Amalfa

Town Clerk/Treasurer June Harding

Regular Council Meeting 08142026.min