



**TOWN OF LOCKPORT
COUNCIL MEETING
FRIDAY SEPTEMBER 11, 2026, AT 1:00 P.M.
AGENDA**

- 1. Call to order**
- 2. Silence Electronic Devices**
- 3. Approval of Agenda, including additions or deletions**

Staff Suggested Motion – That Council approve the agenda for the September 11, 2026, meeting with the following additions/deletions.

- 4. Conflict of Interest**
- 5. Approval of Minutes**

- Regular Council Meeting Minutes August 14, 2026

Staff Suggested Motion – That Council approve the Minutes from the Regular Council Meeting of August 14, 2026.

- 6. Business arising from Previous Minutes**

Response to letter of concerns from Bill Crosby (Page 1-5)

- 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

**8. Presentations – Bringing Registered Massage Therapy to Lockeport
(Page 6-13)**

9. Finance

- List of invoices already paid in the amount of \$141,986.44 (Page 14-16)
- Lockeport Volunteer Fire Department Financial Report for year ending December 31, 2025 (Page 17-19)

Staff Suggested Motion – That Council accept the Lockeport Volunteer Fire Department Financial report for the year ending December 31, 2025, obtained from the Joint Stocks website. This report is to be included annually with the Town of Lockeport’s audit as well as the Lockeport & Area Medical First Responders annual financial report.

- RFP for Realtor Services (Page 20-34)

Staff Suggested Motion – That Council approve the RFP for Realtor Services as presented.

- Review of Low-Income Property Tax Exemption Policy (Page 35-36)

Staff Suggested Motion -That Council adjust the gross income levels in the policy to the following:

- Quote for plaque to be placed on the Red Petticoat Interpretive sign (Page 37-39)

Staff Suggested Motion –That Council approve the cost of \$179.00 plus HST for the plaque for the Red Petticoat Interpretive sign that will recognize the artist and the Funder.

- NSFAM Annual Conference Funding Opportunity (Page 40-42)

Staff Suggested Motion –

10. Other Business

- Second reading of Regional Emergency Management By-Law #109 (Page 43-49)

Staff Suggested Motion - That Council approve second reading of the Regional Emergency Management By-Law

- Approval of design for library sign (Page 50)

Staff Suggested Motion – That Council approve the design for the library sign as presented.

- Invitation at McKay Memorial Library in Shelburne (Page 51)
- Offer of Foot Care for Lockeport and surrounding area by Nadine Williams LPN (Page 52)

Staff Suggested Motion- That Council approve making space available for this service to be accessible to our Town.

11. Council Reports

- Mayor Derek Amalfa (Page 53)
 - o Canada Day Committee members (Page 54)
- Deputy Mayor Craig Hillen (Page 55)
 - o Heritage and Tourism Draft Minutes from August 18, 2026 (Page 56-61) Deputy Mayor Hillen's explanation re In Camera session at HTC Committee meeting
 - o Lockeport Sign Redevelopment (Page 62-68)
- Councillor Anna Chetwynd (Page 69)
- Councillor Candace Malik (Page 70)
- Councillor Kevin Chetwynd (Page 71)

12. Correspondence

- Letter from the Honourable Scott Armstrong, Minister of Justice regarding the new Municipal Policing Billing Model (Page 72-75)
- Letter from John and Karen Swim regarding 34 Crest Street (Page 76-77)
- Letter from George Harding regarding potential sale of Town owned Properties and facilities (Page 78)

- Development of Disposal of Surplus Property Policy

Staff Suggested Motion – That Council agree to have staff develop a disposal of surplus property policy to be presented at the September 25 meeting.

13. Information Only

- Change of Command Ceremony invitation (Page 78)
- 2026-2027 Emergency Services provider Fund information (Page 79-86)
- Nova Scotia Fire Bulletin (Page 87-90)
- Bulletin from AMANS regarding the recent state of Emergency in Cape Breton (Page 91)
- Letter to the Honourable Nolan Young MLA regarding the new Roseway Manor build from the Town of Lockeport, The Town of Shelburne, and The Municipality of the District of Shelburne. (Page 92-93)
- Email from Adam Dedrick re: MPAL Program (Page 94)

14. Date of next meeting

- September 25, 2026, at 1:00 p.m.

15. “In Camera”

- Contract Negotiations

16. Adjournment



September 2, 2026

Mr. Bill Crosby,

Council has received correspondence raising a number of concerns regarding the operation of the Heritage and Tourism Committee, including potential conflict of interest, tourism promotion practices, social media administration, committee appointments and the grant application process.

Where legitimate questions are raised about Town governance, policy or procedure, Council has a responsibility to review the information available, provide clarification, and identify areas for improvement. Where clearer processes or guidance may be beneficial, those improvements are identified.

The purpose of this review is to address the concerns that fall within Council's responsibility, acknowledge any procedural gaps identified, and provide clear direction for how similar matters should be handled going forward.

1. Potential Conflict of Interest

Concern raised regarding Jeff Wood's participation in HTC matters involving Seaside Cottages, including the circumstances surrounding the Love Lockport decision and what conflict-of-interest guidance applied to HTC members at the time.

Findings / Recommendations:

- HTC includes several local business, fishers and tourism operators. Their participation and industry knowledge are valuable to the committee's mandate.
- There is a written process for Love Lockport nominations. Final recipients are selected through committee discussion, taking into account factors such as season, recent business milestones or activities, previous recognition, and the goal of providing equitable recognition throughout the community.
- HTC members should also receive clear, plain-language guidance on conflicts of interest. Members should be able to participate fully in general discussions affecting tourism and local businesses, but where a matter relates specifically to their own business or provides a direct individual benefit, they should disclose that interest and refrain from participating in the final decision.
- The concern is best addressed by clarifying expectations and strengthening procedures going forward.
- Town Council has scheduled an upcoming workshop with the Department of Municipal Affairs, which will include conflict-of-interest guidance to better equip Council members to identify and appropriately address potential conflict-of-interest situations.
- No conflicts of interest were formally declared in the records reviewed. Following the upcoming workshop, HTC's conflict-of-interest guidance should be reviewed to ensure members have clear and consistent expectations for disclosure.

2. Fairness and Balance in Tourism Promotion

Concern raised that Seaside Cottages received disproportionate promotion through HTC communications compared with other local businesses and community assets. The correspondence identifies examples of posts and businesses that Mr. Crosby believes received unequal attention.

Findings / Recommendations:

- HTC's mandate includes promoting Lockeport and area businesses, attractions, events and tourism opportunities.
- The amount and frequency of promotion may vary depending on available content, seasonal activity, events, announcements and other opportunities to share relevant information.
- The concern provides an opportunity for HTC to clarify how businesses and community assets are selected and featured through its promotional activities.
- HTC may consider developing simple guidelines for how often and under what circumstances individual businesses are promoted or reshared.
- Any guidelines should support reasonable balance while allowing flexibility to respond to seasonal activities, events, announcements and other promotional opportunities.
- The concern is best addressed by clarifying promotional practices moving forward, rather than undertaking a detailed review of past Facebook activity.
- Content shared through the page is now reviewed by the Town Clerk to help ensure fair, balanced and consistent municipal communication.

3. Administration of the HTC Facebook Page

Concern was raised regarding who created and administered the HTC Facebook page, who had authority to create or publish content, and what approval or oversight process was in place.

Findings / Recommendations:

- The Town already has an established Social Media Policy however, it has not always been consistently followed across Town communications. This was not isolated to HTC facebook page.
- Council reviewed the Social Media Policy and directed that the Town Clerk be added to all Town-affiliated social media pages and that a review of all Town social media pages be completed.
- Council also approved the Municipal Communications Process on August 14, 2026, which establishes the Town Clerk's oversight responsibility and assigns Administration responsibility for reviewing, editing, formatting and publishing official

municipal communications. Committees are encouraged to prepare draft content for publication.

- The concern is best addressed by completing the Town-wide review and ensuring the Social Media Policy and Municipal Communications Process are consistently followed moving forward.

4. Tourism Nova Scotia Promotional Video

Concern raised regarding HTC's involvement in a Tourism Nova Scotia promotional video featuring Lockeport, including who communicated with Tourism Nova Scotia, what information was provided, and whether HTC influenced which businesses or locations were featured.

Findings / Recommendations:

- Connie Lamm submitted the initial intake form and served as the local contact with Tourism Nova Scotia regarding Lockeport's participation in the *Compelling Tourism Communities* initiative.
- Tourism Nova Scotia advised that its agency of record, m5, would contract the video and photographer supplier, who would organize all aspects of the shoot.
- The production crew visited multiple local businesses and locations throughout the community. Following the production, the Town/HTC was provided access to an external hard drive containing photo and video content for promotional use. That content has not been used by the Town or HTC.
- Based on the information reviewed to date, there is no indication that HTC, Mr. Wood, or the Town selected Seaside Cottages for inclusion, determined the amount of coverage it received, or exercised editorial control over the final production.

5. Appointment and Authorization of HTC Members

Concern raised regarding whether the original members of the HTC were formally appointed or ratified by Council following the committee's establishment.

Findings / Recommendations:

- Council formally adopted the HTC Terms of Reference on November 29, 2024, establishing the committee and its mandate.
- Prior to the committee's establishment, the proposed initial membership was openly discussed and assembled with the intention of creating a broad cross-section of community experience.
- The HTC identified its membership and roles at its first meeting on January 13, 2025, and those minutes were subsequently provided to Council through the January 24 Council meeting package.

- The January 24, 2025 Council minutes confirm that HTC reported to Council following its first meeting, however no separate motion was passed formally appointing the original individual members.
- This reflects a procedural gap in how the original membership was formally recorded.
- Council has since used formal motions to appoint HTC members, following public requests for participation. This process should continue for future appointments, resignations and replacements.
- HTC's Terms of Reference may be updated to clearly define the appointment process going forward.

6. TDAP Funding Application

Concern raised regarding the submission of a TDAP funding application on behalf of the Town prior to formal Council authorization.

Findings / Recommendations:

- The March 18, 2025 HTC minutes indicate that a TDAP application had already been submitted by Jeff Wood for development of a new Town website.
- Formal Council authorization occurred on March 28, 2025, when Council passed **Motion 03-28-25-08** approving moving forward with the TDAP application. The same motion established that no funding applications would be submitted before being reviewed by Council.
- The application appears to have been submitted without prior formal Council approval. This was a procedural oversight and should be acknowledged.
- The website initiative and intention to pursue TDAP funding were openly discussed through HTC and were known to Town representatives. The application was not submitted as an independent initiative however, formal Council authorization had not been obtained before submission.
- Council subsequently supported the same website project and formally authorized proceeding with the TDAP application.
- The application was ultimately successful, with later Town records identifying \$15,000 in approved funding for the website project. Development of the new Town website was subsequently managed by the Mayor and Town Administration. HTC members did not have access to or participate in the website development.
- Going forward, grant applications should be coordinated through Town Administration, with Council approval obtained where required.

Citizens play an important role in strengthening local government by raising questions and concerns about Town and committee activities. Clear communication, appropriate administrative oversight and respectful discussion help ensure concerns are addressed constructively.

5

This review identified areas where processes and guidance can be improved. Moving forward, the focus should be on applying those improvements consistently, supporting open communication and working together in the best interests of the community as a whole.

Council is grateful to the residents who give their time, knowledge and energy to serve on Town committees. Their contributions are essential to strengthening our community and supporting the progress we continue to make.

If you would like to discuss any part of this review further, I would be happy to sit down and talk it through with you.

Sincerely,

Derek Amalfa

Mayor, Town of Lockeport



TOWN OF LOCKEPORT · NOVA SCOTIA
"An Island to See"

Bringing Registered Massage Therapy to Lockeport

A proposal for Town Council, presented by Kristian Burrows, RMT

PROPOSAL FOR COUNCIL

ABOUT THE PRESENTER

Kristian Burrows, RMT

Registered Massage Therapist · Certified Reflexologist · Osteopathic Practitioner (in training)



Currently Practising at Three South Shore Clinics

I currently practise at Bridgewater Physiotherapy, Liverpool Physiotherapy and the Caledonia Medical Centre.



~15 Years in Sports Medicine Personal Training

Before becoming an RMT, my professional background centred on musculoskeletal health, injury prevention, rehabilitation, movement and helping people remain active and independent.



Continuing Education — Osteopathic Manual Practice

I am currently furthering my training, with the expectation of completing my Osteopathic Practitioner certification by approximately this time next year.



A Long-Term Goal

To continue expanding the range of services I can provide to the communities I serve.



Fifteen years in movement, rehabilitation and injury prevention — now paired with massage therapy, reflexology and continuing training in osteopathy, all in service of keeping South Shore communities active and independent.

WHY LOCKEPORT

Bringing care to the community, not the other way around

"If people from Lockeport are already travelling to me, why not bring the service to Lockeport?"

Already Making the Trip

I currently see patients from the Lockeport area who travel to Liverpool for treatment.

Distance Adds Up

Residents of smaller communities often travel to Liverpool, Shelburne, Bridgewater or beyond to access care.

A Real Barrier for Some

For seniors, people with limited transportation, and those working long or irregular hours, that distance can be more than inconvenient.

What Massage Therapy Can Help With

Muscle and joint pain, repetitive strain, work-related discomfort, injuries, headaches and mobility concerns.

Lockeport residents are already making the trip to Liverpool for care. This proposal simply asks: why not meet them halfway?

THE PROPOSAL

A Registered Massage Therapy clinic in Lockeport

1 Tuesday
per month, to start

A modest first step that lets us find out whether there's a genuine need in the community.

Starting small lets us introduce the service without requiring a significant commitment from either the Town or myself. If appointments consistently fill, or a waiting list develops, we can then discuss whether additional clinic days would be beneficial.

Massage therapy can help with:

Muscle and joint pain

Repetitive strain injuries

Work-related discomfort

Injuries and rehabilitation

Headaches

Mobility concerns

My background in sports medicine personal training also gives me an extensive base in movement, physical activity, injury management and working with people of different ages and physical abilities.

HOW IT WOULD WORK

Simple for the Town, flexible on space

**No Purpose-Built Clinic**

I'm flexible about the space I use, and happy to work with whatever appropriate space the Town has available.

**I Bring Everything**

My own table, linens, supplies and equipment — plus my own appointments, records, payments and liability insurance.

My physical requirements are minimal — I need a space that offers:**Reasonable Privacy**

A space where treatment can take place with appropriate privacy.

**Climate Control**

A comfortable, temperature-controlled space for treatment.

**Access to a Bathroom**

Standard washroom access nearby for patients and myself.



Because I am a Registered Massage Therapist, residents with extended health benefits may be able to submit their treatments to their insurance provider — just as they would when receiving RMT treatment elsewhere.



LOOKING TO THE FUTURE

More than just another place to practise



Today

Registered Massage Therapy and Certified Reflexology, already in practice across the South Shore.



In Progress

Osteopathic manual practice training, with certification as an Osteopathic Practitioner expected in about a year.



Down the Road

As my qualifications expand, there may be opportunities to offer an even broader range of services locally.



I particularly enjoy working in smaller communities. The type of practice I want to build is one that brings services to people, rather than always requiring people to travel to the services — and I believe my combination of RMT, reflexology, sports medicine personal training experience and continuing osteopathic training could be a valuable resource for Lockeport residents.

A SIMPLE PARTNERSHIP

The Town provides the space. I take care of the rest.



WHAT THE TOWN PROVIDES

- Access to an appropriate available space
- One Tuesday per month
- That's it.



WHAT I PROVIDE

- My own equipment, table, some linens and supplies
- My own professional liability insurance
- Management of appointments and patient records
- The professional treatment itself

For the Town

An additional healthcare service in the community with very little infrastructure required.

For Residents

Another service closer to home — and potentially avoiding a significant drive for treatment.

For Me

The chance to bring professional care into a smaller, underserved community I believe in.

NEXT STEPS

I'd welcome the chance to discuss this with Council

I would be very pleased to begin with one Tuesday per month, introduce myself and the service to the community, and allow the response from Lockport residents to guide where we go from there. Thank you very much for your time and consideration — I would welcome the opportunity to answer any questions about how we could make it work.



Kristian Burrows, RMT

*Registered Massage Therapist · Certified Reflexologist * current Osteopathic student*

kristianmburrows@gmail.com

Bridgewater Physiotherapy · Liverpool Physiotherapy · North Queens Medical Centre

LIST ON INVOICES ALREADY PAID TO BE PRESENTED AT THE		
SEPT 11, 2026 MEETING		
AC BELLIVEAU VEINOTTE	2025 AUDIT	21,660.00
AGAT LABORATORIES	SEWER WATER TESTS FOR AUGUST	404.81
BELL ALIANT	FIRE DEPARTMENT FOR JULY	68.85
BELL ALIANT	BEACH CENTRE FOR JULY	113.86
BELL ALIANT	FAX, FIREHALL KITCHEN, LIBRARY, SEWER AND REC CENTRE FOR AUGUST	571.56
BELL ALIANT	OFFICES, ELEVATOR AND EMO FOR AUGUST	171.19
BELL MOBILITY	GENERAL GOVERNMENT AND STREETS FOR JULY	216.45
BLL ENTERPRISE (NAPA)	TWO BELTS	137.46
BURKE HARRIS TRUCKING	PUMPING AT SEWER PLANT JULY 28	3,876.00
CULLIGAN WATER	DRINKING WATER	36.12
DIMOCK'S GARAGE	FIX AIR CONDITIONING IN TOWN TRUCK	83.11
HARDING, JUNE	LIFE INSURANCE, MILEAGE FOR AUGUST, TOILET PAPER FOR BEACH CENTRE	82.09
HILLEN, CRAIG	MILEAGE FOR JULY	75.36
I.B.E.W	UNION DUES FOR AUGUST	307.88
LAMM, CONNIE	REIMBURSEMENT FOR WATER TEST AT BEACH CENTRE, MYM GARDENS	1,347.80
LOCKEPORT ELEMENTARY SCHOOL	DONATION FOR PLAYPAD BY MYM	10,000.00
LOCKEPORT PHARMACHOICE	BUG SPRAY DISH SOAP AND BLEACH FOR SEWER PLANT	56.92
LOUTECH GARAGE DOORS AND OPENERS LTD.	WORK ON MIDDLE BAY GARAGE DOOR AT FIRE DEPARTMENT	684.00

LYDGATE LOCK STOCK AND BARREL	THREE CLAW HAMMERS, BLACK GARBAGE BAGS AND SHOVEL (MYM) AND SR. SOCIAL (PD BY SR. SERVICES AND CANADA DAY COMMITTEE)	650.01
MACLEOD, MARLENE	REIMBURSEMENT FOR WINDSHIELD REPAIR CAUSED BY WHIPPER SNIPPER	119.69
MANULIFE	PENSION PLAN FOR AUGUST	1,474.24
MARK WILLIAMS EXCAVATING	REPAIR LOOP TRAIL ON BRIGHTON RD, (MYM), UNCOVER SEWER LINE AT SEWER PLANT	18,126.00
MBW COURIER	COURIER SERVICE FOR JULY	82.18
MERSEY BAND	ENTERTAINMENT (J1 COMMITTEE)	550.00
MUNICIPALITY OF SHELBURNE	SHARED SERVICES 2ND QUARTER	29,597.76
MUNICIPALITY OF SHELBURNE	C & D SITE, OLD WOOD	17.27
NICKERSON, CORY	TECH SERVICES FOR TWO WEEKS IN AUG.	50.00
NOVA SCOTIA POWER	BOARDWALK FOR AUG.	141.25
NOVA SCOTIA POWER	UV SYSTEM FOR AUG	793.24
NOVA SCOTIA POWER	STREET LIGHTS, PLAYGROUND AND TREATMENT PLANT FOR AUG.	2,963.71
PAYROLL	AUG 8 - AUG 21	20,067.60
PRACTICA	DOG POOP BAGS	215.82
PREMIER TECH (WINCHESTER DISPOSAL)	PORTA POTTIES AT BEACH CENTRE, TENNIS COURTS, PLAYPARK, SEWER PLANT AND BALLFIELD CLEANING FOR JULY	285.00
REGION OF QUEENS	TIPPING FEES FOR JULY	1,914.71
SCOTIA BUSINESS CENTRE LTD	ELEVATOR MONITORING, DISPATCH FOR MFR/FIRE FOR SEPTEMBER	610.13
SHELBURNE AND AREA CHAMBER OF COMMERCE	MEMBERSHIP FOR 2026/2027	150.00
SUPERIOR ALARMS	PANIC BUTTONS (3), FLASHING LIGHTS FOR OFFICE	5,538.58

TELUS	MEDICAL AND LIFE INSURANCE FOR SEPTEMBER	1,314.71
TRI-COUNTY REGIONAL CENTRE FOR EDUCATION	MONTHLY EDUCATION TAX FOR SEPTEMBER	12,021.20
VISA - TOWN CLERK/TREASURER	ZOOM, WINZIP AND TOILET PAPER FOR BEACH CENTRE FOR JULY	361.32
VISA - TOWN CLERK/TREASURER	JOINT STOCKS, DANGEROUS & UNSIGHTLY LETTER, 8" HYMAX (SEWER)	959.75
WESTERN COUNTIES REGIONAL LIBRARY	3RD QUARTER OPERATING GRANT	1,175.00
WINCHESTER DISPOSAL	TENNIS COURT PORTA POTTY FOR JULY	426.36
WORKERS COMPENSATION	MUNICIPAL OPERATIONS ADMINISTRATIONS FOR AUGUST	735.77
WORKERS COMPENSATION	OPERATIONS, CONSTRUCTION & MAINTENANCE FOR AUGUST	443.89
XEROX	LEASE 45 OF 60	246.13
XTR FOSS NATIONAL LEASING	GAS FOR TOWN OWNED VEHICLES FOR JULY	1,061.66
	TOTAL	141,986.44

17



RECEIVED

FEB 09 2026

OFFICE OF THE REGISTRAR
OF STOCK COMPANIES
NEW SCOTIA

Lockeport Firefighter's Association

Financial Report

Year ended December 31st, 2025

Jennifer MacIntosh
Treasurer

LOCKEPORT FIREFIGHTERS ASSOCIATION
STATEMENT OF REVENUE & EXPENDITURES
YEAR ENDED DECEMBER 31ST, 2025

Revenue:	<u>2025</u>	<u>2024</u>
Donations	\$ 2,365.	\$ 5,430.
Fundraisers	\$ 51,180.	\$ 51,622.
Other Income	\$ 2,870.	\$ 5,070.
Interest on Invest.	\$ 8,787.	\$ 7,374.
Rentals	\$ 1,287.	\$ 2,420.
Province of NS	<u>\$ 175.</u>	<u>-</u>
	<u>\$ 66,664</u>	<u>\$ 71,916.</u>
Expenditures:		
Bank Charges	\$ 94.	\$ 142.
Club Room	\$ -	\$ 464.
Fundraisers	\$ -	\$ -
Honorariums	\$ 200.	\$ 200.
Licenses & Permits	\$ 31.	\$ 31.
Miscellaneous	\$ 7,606.	\$ 502.
Postage & Office	\$ -	\$ -
Equipment	\$ 9,056.	\$ 19,602.
Building Mtn.	<u>\$ 5,239.</u>	<u>\$ 2,400.</u>
	<u>\$ 22,226.</u>	<u>\$ 23,341.</u>
Net Revenues Over Expenditures	<u>\$ 44,438</u>	<u>\$ 48,545.</u>
Surplus at the Start of the Year	<u>\$ 262,405</u>	<u>\$ 262,445.</u>
<u>Accumulated Surplus end of Year</u>	<u>\$ 313,234</u>	<u>\$ 262,445.</u>

LOCKEPORT FIREFIGHTERS ASSOCIATION
Balance Sheet – Year Ended December 31st, 2025

ASSETS

2025

2024

Current: Cash & Bank

\$ 313,234.

\$ 262,455.

LIABILITIES

Accumulated Surplus

\$ 313,234.

\$ 262,455.

Chief: Wayne Chetwynd



Treasurer: Jennifer MacIntosh



TOWN OF LOCKEPORT

REQUEST FOR PROPOSALS

REAL ESTATE SERVICES – BROKERAGE SERVICES

1. INVITATION

The Town of Lockeport invites proposals from qualified, licensed real estate brokerages to provide professional real estate and brokerage services related to the **investigation, evaluation, marketing and potential sale of vacant properties owned by the Town of Lockeport.**

The purpose of this Request for Proposals (RFP) is to identify a qualified Realtor who can assist the Town of Lockeport in determining the facts and circumstances surrounding identified vacant Town properties, assess their marketability and potential value, and, where directed by Council, undertake the marketing and sale of selected properties.

The Town is seeking a Realtor who can provide objective professional advice and assist the town in making informed decisions regarding the future disposition of these properties.

The successful proponent will work with Town staff and Council and will not have authority to sell, list, transfer or otherwise dispose of any town property without specific authorization from the Town of Lockeport.

2. BACKGROUND

The Town of Lockeport owns several vacant properties within the Town.

The Town wishes to undertake a comprehensive review of these properties to determine:

- The status and ownership of each property;
- The legal description and PID, where applicable;
- Current assessment and tax information;
- Zoning and permitted uses;
- Existing structures or improvements, if any;
- Access to the property;
- Availability of town water and sewer services;
- Availability of electricity and other utilities, where applicable;
- Any known easements, rights-of-way, restrictive covenants or other encumbrances;
- Potential development opportunities;
- Current market conditions;

- Estimated market value;
- Marketability of each property;
- Potential costs or issues that could affect a sale; and
- Whether the property should be retained, marketed for sale, or otherwise disposed of.

The Town may subsequently authorize the successful Realtor to market and sell selected properties.

3. OBJECTIVES OF THE RFP

The objectives of this RFP are to:

1. Obtain professional advice regarding the status and marketability of vacant town properties.
2. Establish an accurate information base for each property.
3. Obtain an independent assessment of the potential market value of each property.
4. Identify potential issues that could affect the sale or development of each property.
5. Determine the most appropriate marketing strategy for properties identified for sale.
6. Obtain professional recommendations regarding the timing and method of sale.
7. Where authorized by Council, have selected properties professionally marketed and sold.
8. Ensure that any disposition of municipal property is undertaken in an open, transparent and professional manner.

4. SCOPE OF SERVICES

The successful proponent shall provide the following services, as applicable to each property.

4.1 Property Investigation

The Realtor shall conduct an initial investigation of each property identified by the Town.

The investigation should include, where information is reasonably available:

- Property address;
- Property Identification Number (PID);
- Legal description;
- Registered owner;
- Property dimensions and approximate lot size;
- Current assessed value;
- Current tax status;

- Zoning designation;
- Permitted uses;
- Development potential;
- Existing buildings or improvements;
- Physical condition, where applicable;
- Road frontage and access;
- Public access;
- Water and sewer availability;
- Electrical and other utility availability;
- Known easements or rights-of-way;
- Known restrictive covenants;
- Environmental or physical concerns known to the proponent;
- Flooding, drainage or other known site considerations;
- Adjacent land uses;
- Comparable properties currently listed or recently sold;
- Current market conditions; and
- Any other information that may materially affect the property's value or marketability.

The successful proponent shall identify any information that cannot be verified and clearly distinguish between **verified information, information obtained from third parties, and professional opinion.**

4.2 Market Analysis

For each property, the successful proponent shall provide a professional market analysis.

The analysis should include:

- Recommended market value or estimated selling range;
- Comparable properties;
- Recent comparable sales, where available;
- Current competing listings;
- Market conditions;
- Potential target purchasers;
- Potential development opportunities;
- Factors that may increase or decrease the property's value; and
- Recommended listing price or pricing strategy.

Where appropriate, the Realtor should provide more than one valuation scenario based on potential permitted uses or development opportunities.

4.3 Recommendation Regarding Disposition

Following the investigation and market analysis, the Realtor shall provide a recommendation for each property.

Recommendations may include:

A. Retain the property

Where the property may have strategic, operational, recreational, environmental or future development value to the Town.

B. Sell the property

Where the property is considered surplus to the Town's needs and there appears to be a reasonable market for the property.

C. Further investigates

Where additional legal, planning, engineering, environmental or other information is required before a decision can be made.

D. Alternative disposition

Where another approach may be more appropriate than a conventional real estate sale.

The Realtor shall provide reasons supporting each recommendation.

5. MARKETING AND SALE OF PROPERTIES

Where Council determines that a property should be sold, the successful proponent may be authorized to provide full real estate marketing and sales services.

These services may include:

- Establishing a recommended listing price;
- Preparing property descriptions;
- Professional photography;
- Signage;
- Online advertising;
- MLS® listing, where appropriate;

- Social media and other advertising;
- Contacting potential purchasers;
- Arranging and conducting property viewings;
- Receiving and presenting offers;
- Providing market feedback to the Town;
- Negotiating offers on behalf of the Town, subject to Council approval;
- Assisting with conditions of sale;
- Liaising with the Town's solicitor and other professionals as required; and
- Providing assistance through to closing.

No agreement of purchase and sale or other binding commitment shall be executed on behalf of the Town without the required authorization of the Town of Lockeport.

6. COUNCIL APPROVAL

The successful proponent acknowledges that the Town of Lockeport is a municipal government and that the disposition of town property is subject to applicable legislation, municipal policies, procedures and Council approval.

The Realtor shall not represent that a property is available for sale, establish a final sale price, accept an offer, or enter into a binding agreement on behalf of the Town unless specifically authorized to do so.

All final decisions regarding the disposition of Town-owned property remain with the Town of Lockeport and its Council.

7. DELIVERABLES

The successful proponent shall provide the Town with a written report for each property investigated.

Each property report should contain, at minimum:

1. Property identification;
2. Legal description and PID;
3. Property size;
4. Assessment and tax information, where available;
5. Zoning and permitted uses;
6. Physical description;
7. Access and servicing information;

8. Known restrictions or potential concerns;
9. Comparable properties;
10. Market analysis;
11. Estimated market value;
12. Recommended listing price, if appropriate;
13. Recommended marketing strategy;
14. Recommended disposition;
15. Identification of outstanding information or investigations required; and
16. Any other information considered relevant.

The successful proponent shall provide reports in electronic format suitable for inclusion in a Council agenda package.

8. PROPOSAL REQUIREMENTS

Proponents should provide the following information in their submissions:

8.1 Company/Firm Information

- Legal name of the business;
- Business address;
- Contact person;
- Telephone number;
- Email address;
- Years in business; and
- Confirmation that the proponent is properly licensed to provide real estate services in Nova Scotia.

8.2 Qualifications and Experience

Provide information regarding:

- Realtor's licence and professional qualifications;
- Years of experience;
- Experience selling vacant land;
- Experience working with municipalities or other public-sector organizations;
- Knowledge of the Lockeport and surrounding real estate market;
- Experience with unusual, rural, waterfront or development properties; and
- Relevant references.

8.3 Proposed Approach

Describe the proposed approach to:

- Investigating the properties;
- Determining market value;
- Identifying potential issues;
- Assessing development potential;
- Preparing recommendations;
- Marketing properties;
- Communicating with the Town; and
- Reporting results to Council and staff.

8.4 Fees

Proponents shall clearly identify all proposed fees.

The proposal should identify separately:

- Fee for the initial property investigation;
- Fee for market analysis;
- Any other professional fees;
- Advertising or marketing costs;
- Commission payable upon a completed sale; and
- Any other costs that may be charged to the Town.

All fees and expenses should be clearly identified, including whether applicable taxes are included or additional.

9. CONFLICT OF INTEREST

The successful proponent shall disclose any actual, potential or perceived conflict of interest involving:

- The proponent;
- Employees or agents of the proponent;
- Potential purchasers;
- Town Council members;
- Town employees; or
- Any other person involved in the proposed transaction.

The successful proponent shall immediately disclose any conflict of interest that arises during the term of the contract.

10. CONFIDENTIALITY

All information obtained from the Town in connection with this RFP and any subsequent contract shall be treated as confidential except where disclosure is required by law or authorized by the Town.

The successful proponent shall not make public statements regarding proposed property sales or negotiations without authorization from the Town.

11. COMMUNICATION AND REPORTING

The successful proponent shall maintain regular communication with the Town's designated staff representative.

The proponent shall provide timely updates regarding:

- Property investigations;
- Market conditions;
- Potential purchasers;
- Offers received;
- Negotiations;
- Significant issues affecting a property; and
- Any matter requiring Council consideration.

All offers received for town properties shall be promptly communicated to the Town in accordance with the Town's instructions.

12. TERM OF CONTRACT

The anticipated term of the agreement shall be **three (3)**, commencing on **[insert date]**.

The Town may extend the agreement by mutual written agreement where additional properties require investigation or where properties are actively being marketed or sold.

The Town reserves the right to terminate the agreement in accordance with the terms established in the final agreement between the parties.

13. EVALUATION OF PROPOSALS

Proposals may be evaluated using the following criteria:

A. Cost of Services	40 points
B. Experience and qualifications of team	40 points
C. Quality of proposed approach based on the Town's specification and needs, ease of implementation and quality of product	20 points
TOTAL	100 points

The Town reserves the right to interview proponents as part of the evaluation process.

The lowest-cost proposal will not necessarily be selected. The Town will consider the overall value, qualifications, experience, methodology and proposed costs.

14. QUESTIONS REGARDING THE RFP

All questions regarding this RFP shall be directed to:

Town of Lockeport
June Harding Town Clerk/Treasurer
902-656-2216
townoflockeport@ns.sympatico.ca

Questions must be received no later than **October 1, 2026**.

Responses to substantive questions may be provided to all proponents to ensure a fair and transparent procurement process.

15. SUBMISSION OF PROPOSALS

Proposals shall be submitted no later than:

Date: October 1, 2026

Time: 2:00 pm Atlantic Time

Submission Method: Email or sealed proposal

Proposals should be clearly marked:

“RFP – Real Estate Services – Vacant Town Properties”

Late submissions may not be accepted.

Privilege Clause

The Town does not bind itself to accept any proposal but may accept any proposal, in whole or part, or discuss with any Proponent different or additional terms to those described in the proposal. The Town may:

- a) Cancel the proposal at any time.
- b) Reject any and all proposals.
- c) Accept any proposal.
- d) If only one proposal is received, choose to accept or reject it.
- e) Choose not to accept the lowest bid price.
- f) Reject any proposal that, in its sole discretion, are not in its best interest to accept; and
- g) alter the schedule, proposal process, or any other aspect of the proposal as it may determine in its sole and absolute discretion.

If the Town elects to reject all proposals it may, in its sole discretion and in addition to any other recourse it may choose, call for additional proposals or re-issue the RFP for all or part of the work, all without incurring any liability and no Proponent will have any claim against the Town as a consequence.

The Town reserves the right to waive any formality, informality, technically or non-compliance in any proposal.

Its evaluating proposals the Town reserves the right to consider, among other things, the greatest value for money based on quality, service, price, experience, and local preference. The Town reserves the exclusive right to determine the qualitative aspects of all proposals relative to evaluation criteria and to rely on any evaluation criteria which, in its sole discretion, it considers to be in its best interest.

The Town is not liable for any costs associated with responding to the proposal.

The Proponent, in submitting a response, has accepted the privileges and reservations of rights set out herein and agrees to be bound by the same.

16. TOWN'S RIGHTS

The Town of Lockeport reserves the right to:

- Accept or reject any or all proposals;
- Request clarification or additional information;
- Negotiate with one or more proponents;
- Cancel or amend this RFP;
- Award the work in whole or in part;
- Award services for selected properties only;
- Decline to sell any property;
- Require additional investigations before proceeding with a sale; and
- Take any other action permitted under applicable legislation and Town policies.

The issuance of this RFP does not constitute an offer or guarantee of a contract.

The Town is not responsible for any costs incurred by proponents in preparing or submitting a proposal.

17. SELECTION AND AWARD

The successful proponent will be notified in writing following completion of the evaluation process and any required Council approval.

Prior to commencing work, the successful proponent may be required to enter into a written agreement with the Town setting out the final scope of services, fees, responsibilities, insurance requirements, confidentiality provisions and other applicable terms and conditions.

18. INSURANCE

The successful Proponent shall carry and keep in force errors and omissions insurance and standard Commercial General Liability insurance for all services provided to and on behalf of the Town of Lockeport and the amount of coverage for each type of insurance shall be not less than two

million dollars (\$2,000,000.00) per occurrence. The successful Proponent shall indemnify and save harmless the Town from any damages, suits or actions as a result of damages, injuries or accident done to or caused by it or its agents or employees or relating to the works that are the subject of this RFP or any of its operations or caused by reason of the existence or location or condition of any materials, plants or machinery used thereon or therein, or which may happen by reason thereof, or arising from any failure, neglect or omission on its part, or on the part of any of its agents or employees, to do or person any or all of the several acts of things required to be done by it of them under and by these conditions, and covenants and agrees to hold the Town harmless and indemnified for all such damages and claims for damages including indemnification for reasonable legal fees on a solicitor client basis.

Each Proponent is required to provide as part of its submission Certificates of Insurance evidencing the above insurance. For the successful Proponent, such insurance shall name the Town as an additional insured and shall contain cross liability coverage and preclude subrogation by the insured against the Town. Each Proponent agrees that these conditions shall form part of any contract with the Town.

19. PROFESSIONAL RESPONSIBILITY

The successful proponent shall perform all services in accordance with applicable legislation, professional standards, licensing requirements and generally accepted real estate practices.

The proponent shall provide independent and objective professional advice to the Town and shall clearly identify any assumptions, limitations or uncertainties associated with its recommendations.

20. PROPOSED LIST OF PROPERTIES

The properties initially contemplated under this RFP are listed below. The Town reserves the right to add or remove properties from the list.

Property	PID	Address/Location	Approx. Size	Notes
Property 1	[PID# 80074073]	[3339 Hwy 3 Lydgate]	[33367 sq ft]	
Property 2	[PID# 80074552]	[Brighton Road]	[17222 sq ft]	
Property 3	[PID # 82551144]	[34 Crest Street Lot 3]	[13707 sq ft]	

A complete property list may be provided to proponents as an appendix to this RFP.

21. CONFIRMATION OF UNDERSTANDING

By submitting a proposal, the proponent confirms that they have reviewed this RFP and understand that:

- The Town may not proceed with the sale of any property;
- Council retains final authority regarding the disposition of municipal property;
- The successful proponent is being retained to provide professional advice and services;
- A property investigation does not guarantee that the property will be listed or sold; and
- Any sale will be subject to applicable legislation, Town policies and required approvals.

APPENDIX A

PROPONENT FEE SCHEDULE

Proponents shall complete the following:

Service	Proposed Fee
Initial property investigation	\$ _____
Market analysis/property valuation	\$ _____
Written property report	\$ _____
Photography/marketing	\$ _____
Advertising	\$ _____
Commission upon completed sale	_____ %
Other fees	\$ _____
Other expenses	\$ _____

Additional comments regarding fees:

APPENDIX B

PROPONENT INFORMATION

Business/Firm Name: _____

Contact Person: _____

Address: _____

Telephone: _____

Email: _____

Real Estate Licence Number: _____

Years of Experience: _____

Experience with Municipal Properties: _____

References:

1.

2.

3.

APPENDIX C

DECLARATION

I/We certify that the information contained in this proposal is accurate and complete to the best of my/our knowledge.

I/We acknowledge the terms and conditions contained in the Town of Lockeport's Request for Proposals – Real Estate Services for Vacant Municipal Properties.

Name: _____

Title: _____

Company: _____

Signature: _____

Date: _____

TOWN OF LOCKEPORT

Request for Proposals – Real Estate Services for Vacant Town Properties

Effective Date: [_____]

RFP Number: [TOL-2026-01]

**TOWN OF LOCKEPORT
POLICY STATEMENT**

35

Policy GG-042

**Low Income Property
Tax Exemption**

**Effective Date:
October 10, 2023**

**Revision Date:
March 7, 2024**

TITLE

This Policy is entitled the "Low Income Property Tax Exemption Policy."

PURPOSE

It shall be the policy of the Town of Lockeport to have clear terms and conditions to provide annual partial property tax relief to low-income property owners.

Policy Details

In September of each year, the Town shall advertise the availability of the Low-Income Property Tax Exemption Policy provisions.

Applications shall be accepted until the third Friday of October of any fiscal year for the current fiscal year therein.

To qualify for the Low-Income Property Tax Exemption, a property owner's gross income from all sources, including all persons of the same family residing within the household as the applicant (taxpayer), for the preceding calendar year for which the exemption is sought, is as follows:

\$23,000 or less \$150.00
\$18,000 or less \$300.00
\$12,000 or less \$500.00

Total income does not include War Veterans Pensions and Allowance. All other income is included. The exemption is granted only in respect of property occupied by the applicant ratepayer as their primary residence year-round. A copy of the applicant's previous year's Income Tax Notice of Assessment is required.

To qualify for the exemption, a property owner's previous year's taxes must be paid in full at the time of their application. Application forms will be available at the Lockeport Town Office at 26 North Street, Lockeport.

Each year the Low-Income Property Tax Exemption Policy shall be reviewed to determine if the income level and amount of exemption need to be revised.

**TOWN OF LOCKEPORT
POLICY STATEMENT**

36

Policy GG-042

**Low Income Property
Tax Exemption**

**Effective Date:
October 10, 2023**

**Revision Date:
March 7, 2024**

Town Clerk/Treasurer's Annotation for Official Policy Book

Date of Passage of Current Policy: Oct 10, 2023

I certify that this Policy was adopted by Council as indicated above.


Town Clerk/Treasurer

Nov. 19/24
Date

March 7, 2024
Revision Date

373

June Harding

From: Shelburne Engraving <shelburnefixit@gmail.com>
Sent: August 17, 2026 4:02 PM
To: June Harding
Subject: Re: Outdoor plate

Hi June, we carry the outdoor memorial plaques. I've actually just completed one for a local church. These can either be wall mounted or you can use a pole for ground mounting like the one in the pic.

Price for one finished (engraving included) would be 179.00 plus tax.

They come in 2 colors (black / silver) or (Bronze). Mounting pole is included.

Cast Aluminum Plaques with Raised Double Border and recessed area for an engraving plate.
Stake Mount Plaques have a cast rear mount to attach the Supplied 24" Aluminum Stake.



CAP46SM-BK 4" x 6"

Plate Area 3" x 5"

CAP68SM-BK 6" x 8"

Plate Area 5" x 7"

CAP810SM-BK 8" x 10"

Plate Area 7" x 9"



CAP46SM-BRZ 4" x 6"

Plate Area 3" x 5"

CAP68SM-BRZ 6" x 8"

Plate Area 5" x 7"

CAP810SM-BRZ 8" x 10"

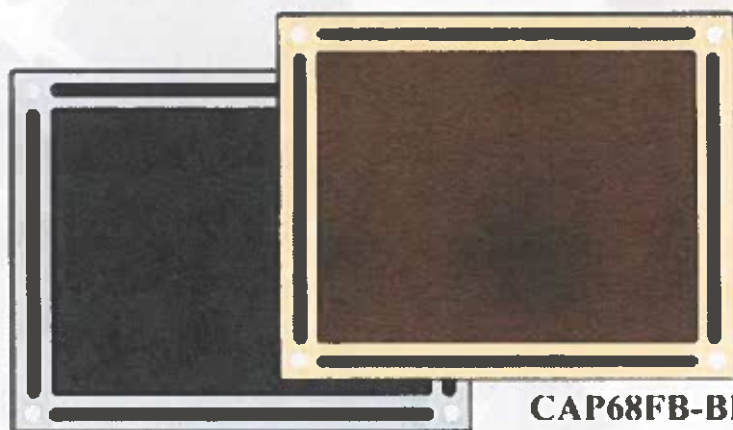
Plate Area 7" x 9"



or wall mounted

38

Cast Aluminum Plaques with Raised Double Border and
Flat Back Mounts have four holes and include St



CAP68FB-BK 6" x 8"

CAP68FB-BRZ
Use Plate LP7757

Thanks for the opportunity to quote.

On Mon, Aug 17, 2026 at 12:13 PM June Harding <townoflockeport@ns.sympatico.ca> wrote:

Hi Sheldon

The plate would say the following:

"Artwork commissioned by local Lockeport artist Layla Crouse"

Space and then:

"Funded by the Ragged Islands Historical Society"

From: Shelburne Engraving <shelburnefixit@gmail.com>

Sent: August 17, 2026 10:28 AM

To: townoflockeport@ns.sympatico.ca

Subject: Outdoor plate

(391)

June, could you please prove the text that is to be engraved on a 4x6 inch outdoor plate, so we can proceed with the quote. Thanks, Sheldon.

--

Shelburne Electronics & Engraving

195A Water St

Shelburne N.S.

B0T 1W0

902-875-3403

--

Shelburne Electronics & Engraving

195A Water St

Shelburne N.S.

B0T 1W0

902-875-3403

June Harding

From: NSFM Communications <communications@nsfm.ca>
Sent: September 8, 2026 10:00 AM
Subject: Apply for the Ken Simpson Memorial Conference Fund
Attachments: Ken Simpson Memorial Conference Fund Application 2026 (final).pdf

The Nova Scotia Federation of Municipalities (NSFM) is pleased to once again offer the **Ken Simpson Memorial Conference Fund**, supporting elected officials in attending NSFM's Annual Fall Conference.

This fund honours the legacy of Ken Simpson, who served as Executive Director of the former UNSM from 1990 to 2009. Ken was a dedicated leader who championed collaboration, professional development, and continuous learning in municipal government. Through this fund, NSFM continues to support municipal leaders in accessing valuable learning and networking opportunities.

Each year, two elected officials receive:

- Complimentary registration for the NSFM Annual Conference, and
- A \$500 travel allowance.

The fund is open to current municipal elected officials who demonstrate:

- A commitment to professional development and municipal leadership;
- Financial need or other barriers to conference participation; and
- A clear vision of how conference participation will benefit their municipality and community.

Applications must include:

- A statement (maximum 500 words) outlining your interest in attending the conference, how participation will benefit you and your municipality, any financial barriers to attendance, and why you should be considered for the fund.
- A copy of your municipality's conference or training funding policy, or a summary of the policy if available.
- Optional supporting letters (maximum of three) from municipal colleagues or staff highlighting the applicant's commitment to municipal leadership and professional development.

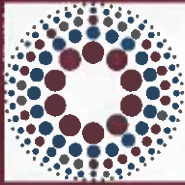
Application Deadline: 4:30 p.m. on Friday, October 2, 2026

Application Form: A fillable PDF is attached. Please complete the form and email it, along with any supporting documentation, to jwebber@nsfm.ca.

Notification of Successful Applicants: It is our goal to notify successful applicants no later than two weeks before the conference.

Priority will be given to first-time applicants. While previous recipients may apply, preference will be given to elected officials who have not previously received support through the Ken Simpson Memorial Conference Fund.

For more information, please contact jwebber@nsfm.ca.



NOVA SCOTIA
FEDERATION OF
MUNICIPALITIES

Fall 2026 Application

Ken Simpson Memorial Conference Fund

Honouring the legacy of Ken Simpson, Executive Director of the former UNSM from 1990 to 2009.

Application Deadline: 4:30 p.m. on Friday, October 2, 2026

Please complete this form, save as a PDF, and submit it with any supporting documents to jwebber@nsfm.ca by 4:30 p.m. on Friday, October 2, 2026.

Applicant Information

Name

Municipality

Title

Email

Phone

Application Statement

Please attach a statement (maximum of 500 words) outlining:

1. Your interest in attending the NSFM Fall Conference.
2. How participation will benefit you, your municipality, and your community.
3. Any financial barriers to your attendance.
4. Why you should be considered for this fund.

☐

Application Statement Attached

Municipal Funding Policy

Please include a copy or summary of your municipality's conference/training funding policy.

☐

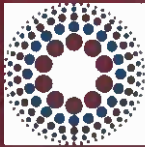
Policy Attached

Optional Supporting Letters (Maximum of Three)

Attach letter(s) of support from municipal colleagues or staff.

☐

Supporting Letter(s) Attached



Selection Considerations

Priority will be given to first-time applicants. While previous recipients may apply, preference will be given to elected officials who have not previously received support through the Ken Simpson Memorial Conference Fund.

Declaration

I confirm that the information provided is accurate and complete to the best of my knowledge.

Signature

Date

By-law # 109
REGIONAL EMERGENCY MANAGEMENT BY-LAW

The Council of the Town of Lockeport pursuant to section 10(1)(a) *Emergency Management Act*, S.N.S. 1990, c.8, enacts as follows:

SHORT TITLE

This By-law may be cited as the Emergency Management By-Law

Contents

Part 1 Purpose.....	Error! Bookmark not defined.
Part 2 Definitions.....	Error! Bookmark not defined.
Part 3 Regional Emergency Management Organization ...	Error! Bookmark not defined.
Part 4 Regional Emergency Management Executive Committee ...	Error! Bookmark not defined.
Part 5 Regional Emergency Management Coordinator	4
Part 6 Regional Emergency Planning Committee.....	4
Part 7 Assistant Emergency Management Coordinators	Error! Bookmark not defined.
Part 8 Agreements	5
Part 9 Budget Considerations	6
Part 10 Declaration of a State of Local Emergency	Error! Bookmark not defined.
Part 11 Duties During an Emergency	Error! Bookmark not defined.
Part 12 Repeal.....	Error! Bookmark not defined.
Appendix A: Intermunicipal services agreement	8

Part 1 Purpose

The Nova Scotia *Emergency Management Act* requires municipalities to adopt a Municipal Emergency Management By-law with the aim of establishing a municipal emergency management organization and preparing and approving emergency management plans. This by-law will allow for the Town of Lockeport to work with neighboring municipal units of the Municipality of the District of Barrington, Municipality of the District of Shelburne, Town of Clarks Harbour and the Town of Shelburne to develop coordinated plans on a regional level which will better serve residents.

Part 2 Definitions

- 2.1 **Act** means the *Emergency management Act*, S.N.S. 1990, c.8;
- 2.2 **Agreement** means the Agreement entered into accordance with Clause 10(1)(a) of the Act, among the Municipality of the District of Shelburne, the Municipality of the District of Barrington, the Town of Clarks Harbour, the Town of Shelburne and the Town of Lockeport dated September 1, 2024 attached as Appendix A.
- 2.3 **Assistant Regional Emergency Management Coordinators** means a staff member appointed from the Municipality to liaison with the coordinator.
- 2.4 **Council** means the Council of a municipality, town or village.
- 2.5 **Deputy Regional Emergency Management Coordinator** means the person charged to back up or replace the Regional Emergency Management Coordinator during all phases of emergency planning.
- 2.6 **Emergency** means a present or imminent event in respect of which the Minister or a Municipality, as the case may be, believes prompt co-ordination of action or regulation of persons or property must be undertaken to protect property or the health, safety, or welfare of people in the municipality/municipalities.
- 2.7 **Emergency Management** means the prevention and mitigation of preparedness for, response to and recovery from emergencies.
- 2.8 **Mayor** means the Mayor of the Town of Lockeport
- 2.9 **Town** means the Town of Lockeport.
- 2.10 **Regional Emergency Management Executive Committee** means the Advisory Committee established pursuant to the Agreement, and as required by Clause 10(1)(d) of the Act.
- 2.11 **Regional Emergency Management coordinator** means coordinator, the person appointed by Council, and in accordance with the Agreement, as required by Clause 10(1)(c) of the Act.

- 2.12 **Regional Emergency Management Organization (REMO)** means the organization established by the Agreement, and as required by Clause 10(1)(b) of the Act.
- 2.13 **Regional Emergency Management Planning Committee** the Committee established by the Agreement responsible for recommending policy and procedures to the Executive Committee for maintaining a reasonable state of preparedness for emergencies.
- 2.14 **Regional Emergency Management Plans** means plans, programs or procedures prepared by the Regional emergency Management Organization that are intended to mitigate the effects of an emergency or a disaster and to provide for the safety, health, or welfare of the civil population of property in the event of such an occurrence, as set out in Clause 2(d) of the Act.
- 2.15 **State of Local Emergency** means a state of local emergency declared by a Municipality pursuant to the Act and the Regulations made pursuant thereto, and this By-Law.

Part 3 Regional Emergency Management Organization

- 3.1 Council hereby establishes a Regional Emergency Management Organization (REMO), and shall create an intermunicipal agreement with its partners, specifying funding, governance, and other requirements of Councils.
- 3.2 The Regional Emergency Management Organization shall consist of the following persons and committees:
- 3.2.1 The Regional Emergency Management Executive Committee (Executive Committee);
 - 3.2.2 The Regional Emergency Management coordinator;
 - 3.2.3 The Regional Emergency Planning Committee (Planning Committee)
 - 3.2.4 Assistant Emergency Management coordinator (Assistants).

Part 4 Regional Emergency Management Executive Committee

- 4.1 Council shall appoint representatives to the Executive Committee in accordance with the Agreement.
- 4.2 The Council's representative on the Executive Committee shall always be no fewer than two members of the Council, one of whom shall be the Warden/Mayor, as referenced in the REMO Agreement.

4.3 The Executive Committee shall, on behalf of REMO:

4.3.1 Shall approve of REMO plans and policies;

4.3.2 Recommend the annual budgets to Council;

4.3.3 Provide direction to the coordinator and the Planning Committee, as deemed appropriate by the Executive Committee from time to time;

4.3.4 Brief Council on the development and approval of REMO plans and policies whenever required to do so by Council;

4.3.5 Brief Council on developments during a State of Local Emergency when deemed necessary.

Part 5 Regional Emergency Management Coordinator

5.1 The coordinator and Deputy coordinator shall be appointed in accordance with the Agreement.

5.2 The coordinator shall:

5.2.1 Be responsible to appoint a Chair of the Planning Committee;

5.2.2 Coordinate and prepare REMO plans, training, and exercises;

5.2.3 Be responsible for on-going public education programs related to emergency preparedness;

5.2.4 Following the activation of the REMO Plan or a declaration of state of local emergency, coordinate municipal operations with those of the provincial and federal governments during a declared emergency;

5.2.5 Ensure all emergency operations centers and equipment are fully operational;

5.2.6 Advise the Department of Emergency Management of any real or anticipated event or emergency as required by the *Emergency Management Act*

5.2.7 Perform such other duties as may be required by the Executive Committee.

Part 6 Regional Emergency Planning Committee

6.1 The Planning Committee, as per the Agreement, Section (17), shall be comprised of the coordinator the Deputy coordinator and the Assistant coordinators.

6.2 The Planning Committee may include, but not limited to, persons responsible during

an emergency to provide:

- 6.2.1 Local Law Enforcement;
 - 6.2.2 Ground Search and Rescue;
 - 6.2.3 Fire Services;
 - 6.2.4 Municipal Public Works representatives;
 - 6.2.5 Provincial OSD and Red Cross;
 - 6.2.6 Provincial Department of Health and Wellness;
 - 6.2.7 Regional Housing Authority;
 - 6.2.8 Emergency Health Services;
 - 6.2.9 Provincial Department of Natural Resources;
 - 6.2.10 Provincial Department of Public Works;
 - 6.2.11 Telecommunications;
 - 6.2.12 Public Information Services;
- Department of Emergency Management

6.3 The Planning Committee shall:

- 6.3.1 Assist the coordinator in the preparation and coordination of REMO Plans, to maintain a reasonable state of preparedness for emergencies.
- 6.3.2 Formulate policy and procedure recommendations, planning, training, and exercises.

Part 7 Assistant Emergency Management Coordinators

- 7.1 The Assistant Emergency Management coordinator/ appointed in accordance with Clause 25 of the Agreement shall:
 - 7.1.1 Participate in Planning Committee meetings;
 - 7.1.2 Assure that the interests of the Town are served by participating in training, exercises, and responses.

Part 8 Agreements

- 8.1 Council hereby agrees that the Executive Committee may enter into agreements with the Government of Canada, the Province of Nova Scotia, a Municipality, or any other person or organization, for the provision of services in the development and implementation of Regional Emergency Management Plans.

Part 9 Budget Considerations

- 9.1 The Town shall share the normal operational costs of the REMO based on an annual budget divided proportionally based upon a blended formula including uniform assessment, population, and equal shares, in accordance with Clauses 41, 42 and 43 of the Agreement.

Part 10 Declaration of a State of Local Emergency

- 10.1 Council may, when satisfied that an emergency exists or may exist in all or any area of its own Municipality, declare a State of Local Emergency in respect of their own Municipality or an area thereof.
- 10.2 If any of the Councils are unable to act promptly under Section 12(2), the Mayors of the Towns of Clarks Harbour, the Town of Shelburne and the Town of Lockeport and the Wardens of the Municipality of Barrington and Municipality of Shelburne may declare a State of Local Emergency, subject to Section 12(3) of the Act, in respect of their own Municipality or area thereof.

If both the Mayors and/or Wardens and Councils of the Municipality of the District of Barrington the Municipality of the District of Shelburne and the Town of Clarks Harbour, The Town of Shelburne and the Town of Lockeport are unable to act promptly to declare a State of Local Emergency in their own jurisdiction under Section 15(2) of the Act, any one of the Mayors or Wardens may, subject to the provisions of Sections 12(2) and 12(3) of the Act, declare a State of Local Emergency in regards to an emergency that exists or may exist in all or within any area of the Municipality of the District of Barrington, the Municipality of the District of Shelburne, the Town of Clarks Harbour, the Town of Shelburne or the Town of Lockeport.

After signing a declaration or termination of a State of Local Emergency or the issuance of an order under Section 14 of the Act, Council shall immediately communicate or publish details on the municipal website or by the means most likely to inform the affected residents.

Part 11 Duties During an Emergency

- 11.1 Following the activation of any Regional Emergency Plan or a declaration of a state of local emergency:
- 11.1.1 Every Councilor shall advise the coordinator and Warden as to their location and how they may be contacted.
- 11.1.2 Every employee and agent of the Town who has a role in such

emergencies as assigned in the Regional Emergency Management Plans, shall:

- 11.1.2.1 Advise the coordinator of their location and how they may be contacted; and
- 11.1.2.2 fulfill such duties described in the emergency operational plan.
- 11.1.2.3 Provide the Minister with a copy of the Declaration of a State of Local Emergency, and renewals thereof, as required by the *Emergency Management Act*.

Part 12 Repeal

12.1 This by-law repeals and replaces Municipal Emergency Management By-law # ##

Clerk's Annotation for Official By-law Book

Date of first reading: _____

Date of advertisement of Notice of Intent to Consider: _____

Date of second reading: _____

Date of mailing to Minister a certified copy of By-law: _____

Date of Ministerial approval (s. 10 (1) (a) of the Act): _____

Date of advertisement of Passage of By-law: _____

Effective Date of By-law: _____

I certify that this **Regional Emergency Management By-law ##** was adopted by Council and published as indicated above.

Municipal Clerk

Date

(50)

**LILLIAN B. BENHAM
LIBRARY**

**LOCKEPORT BRANCH
OF THE WESTERN COUNTIES
REGIONAL LIBRARY**

(51)

June Harding

From: Erin Comeau (Director) <director@westerncounties.ca>
Sent: September 8, 2026 3:42 PM
To: Jennifer Jones; Chris Frotten; Warren MacLeod; sarah.mattatall@shelburnens.ca; June Harding
Cc: Clay Kenney; Councillor Amy MacKinnon; Sherry Thorburn; Elizabeth Acker; Candace Malik
Subject: Save the Date: Western Counties Regional Library Review Engagement Session

Hello all CAOs and Town Clerks,

Please circulate this email to your councillors.

Please save the date 2:00 PM – 4:00 PM, Wednesday, October 28, at the McKay Memorial Library in Shelburne, for an upcoming engagement session with municipal leadership (CAOs, Town Clerks and Councillors) as part of the Western Counties Regional Library service review.

Western Counties Regional Library is undertaking this review to better understand how library services are currently being used, what services are most valued, and how the library can continue to meet community needs in a sustainable way.

As municipal leaders and partners in supporting library services across the region, your input will be an important part of this review. The session will provide an opportunity to share more about the purpose of the review, hear your perspectives, and discuss priorities and considerations for the future of library services in the region.

A calendar invitation and additional details will follow closer to the session. In the meantime, please hold 2:00 PM – 4:00 PM, Wednesday, October 28 in your calendar.

Thank you,

Erin Comeau ([She/Her](#))

Executive Director and Regional Librarian

Western Counties Regional Library

405 Main Street, Yarmouth, NS, B5A 1G3

Phone: 902-742-2486 (ext. 225)

director@westerncounties.ca

www.westerncounties.ca

52

June Harding

From: Nadine Williams <nadinewilliams1897@gmail.com>
Sent: September 8, 2026 2:46 PM
To: townoflockeport@ns.sympatico.ca
Subject: Foot care service

Hey there!

I am reaching out as I have an interest to provide footcare to our local community. I am a VON nurse in Shelburne County born and raised here and I wasn't able to have this option until recently as my work place has stepped back from providing this service to all VON members in the community, now there is no conflict of interest I am reaching out as I need space to preform such service.

I am hoping the town has some sort of available space to make this service possible and accessible to our town 😊 it's something I have always wanted to do but wasn't able to, so I figured it was worth reaching out to see if I can move forward.

I am reachable via this email or 9028756725 anytime 😊

Thank you for your time! No pressure but I am looking forward to hearing from you

Council Status Report: August 2026
Mayor Derek Amalfa

Meetings Attended:

<i>Date</i>	<i>Committee</i>
Aug 4	Recreation Committee
Aug 4	Clean Foundation - Check In
Aug 13	Birds Canada Social
Aug 13	LLCA Causeway Meeting
Aug 14	Town of Lockeport Council Meeting
Aug 20	REMAC
Aug 21	Dept of Justice - RCMP Billing Model
Aug 24	FCM Application Check In
Aug 24	Clean Foundation - Check In

541

Canada Day Committee Members

As of September 2026

Emily Swim (Chair)

Ellen Suttle (Secretary)

Connie Lamm

Steven Williams

Tiffany Morash

Derek Amalfa (Council Representative)

55

Deputy Mayor Craig Hillen meetings for August

Aug 14, 2026 Regular Council meeting

Aug 18, 2026 Heritage and Tourism Committee meeting.

Town of Lockeport Heritage and Tourism Advisory Committee

Tuesday August 18, 2026

Council Chambers, Town of Lockeport

6pm – 8:30 pm

In attendance: Craig Hillen, Jeff Woods, Connie Lamm, Nicole Stephens, Mary Meagher, Rudy Sommer, Tim Rhyno, George Benham, Emily Swim

Regrets: Gabe Buchanan

Audience/Guests: Jasper Meisner, Jim Lloyd

Craig Hillen, Chair, called the meeting to order at 6:05pm.

Call for any conflict-of-interest declarations

Additions to agenda:

Lockeport Public Washrooms - discussion for possible suggestions for a designated public washroom for Lockeport.

Chamber of Commerce Newsletter - David Chute reached out to Emily Swim regarding a contribution to their September newsletter 'Shore Lines'. Discussion around which topic we should submit.

Jeff Wood moved to approve the August 18th, 2026 agenda with additions. Connie Lamm seconded; Motion carried.

Approval of minutes

Rudy Sommer moved to approve the previous minutes from the June 15th, 2026 meeting. Nicole Stephens seconded; Motion carried.

Public Presentation

Local Bike Rental Youth Seasonal Business Proposal

Mr. Jasper Meisner a local youth, requested to make a presentation to the committee regarding a youth run business suggestion in Lockeport. His idea is to have a seasonal bike rental service in 2027. Ideally, the rentals would be best located out of the Beach Centre. Included with the bike rentals it would include mandatory helmet rentals as well.

Mr. Meisner can fix bikes and weld but commented that this would be a separate service from his rentals and his idea was to have fun, interesting bikes to rent to visitors and residents. Mr. Meisner thinks he would like 10 bikes to start and currently has 3 that he has

gotten off Facebook Marketplace to fix up for this purpose.

This endeavor is expensive to start out but he had heard that the Town had some old bicycles, and he was wondering if the town would allow him to have them to fix up. Connie Lamm mentioned that the old bikes had already gone to the Municipality of Shelburne with Benn Himmelman but she would reach out to him to see if he had some that could be given to Mr. Meisner to get him started or if he knew of any funding opportunities to help out his business idea.

Craig Hillen offered to follow up with Heidi Wagner at CBDC to see if there were any opportunities that could offer support. Rudy Sommer offered to share any info regarding liability and waivers since he has just gone through a similar process with the e-bike rentals that he has at his campground. Emily Swim suggested that we contact Mr. Meisner by March of next year to see how his business idea is progressing and in which ways we could help to accommodate him at the Beach Centre for the 2027 season.

Mermaid Project

Mr. Jim Lloyd who was visiting family and a former resident of Lockeport and a resident of Newfoundland attended the meeting to ask some questions regarding the Mermaid as it is going to be used as a memorial piece for Mr. Lloyd's sister, Donna Lloyd, who sadly drowned on the second beach when she was just a very young girl. An update was provided and there was discussion around the art piece also acting as an educational piece, marker to remind beach goers of the dangers of the ocean.

OUTSTANDING BUSINESS

Nautical Buoy Bell Buoy on the Boardwalk

The Nautical Bell Buoy on the boardwalk was painted by members of the committee and there have been many positive comments and feedback from residents and visitors about how great it looks. Jeff Wood mentioned the residual paint that got on the boardwalk wood around the buoy and has offered to sand it off.

Recognition and Appreciation Award

There has been a community suggestion to recognize On-Town Auto
Last recognized - Taylor Lodge

September - On Town Auto

September/October - Jake Dimock's Garage

October - Canada Post Office- Lockeport Staff

Tim Rhyno moved to accept the above businesses as the next three recipients of the Recognition and Appreciate Award. Rudy Sommer seconded; Motion carried.

There was discussion that the HTC change the wording around the Recognition (Love Lockeport) Award as the purpose of the recognition and appreciation award was to highlight all of the businesses, groups, and services in the area. The suggestion was to remove the word 'Award' for Love Lockeport. The committee agreed to this change.

There was discussion and committee agreement that we separate the Love Lockeport Business recognition and the Volunteer awards recognition event in the fall into two separate events organized by each respective committee.

It was suggested that we quarterly highlight local academic and athletic achievements of our local youth. The committee suggested that this type of recognition might be better suited for the Recreation Committee and Connie Lamm did offer to bring it to their next meeting.

Christmas Lights and Sign decoration at Beach Centre Lobster Trap

It was recommended that along with the Beach Centre Lobster Trap lights, that the Committee consider decorating the newly re-painted Nautical Bell Buoy with lights for the Christmas season. It was suggested white lights be used on the boardwalk Bell Buoy and red lights be used for the lobster trap. This would be a community beautification/celebration project.

Nicole Stephens had a fundraising idea for the Fishermen's Memorial site which would entail a Christmas tree (either real or artificial) being put up in the current memorial site and then there could be little wooden buoys for purchase that people could decorate and add the names of loved ones on and then they could be hung on the tree. Jeff Wood mentioned that was similar to the fundraiser that Seaside Cottages did with the little glass vial ornaments a few years ago that were well received and thought it was a great idea. Rudy Sommer suggested that this is something that the schools could possibly get involved with.

Art Site/Dedication Memorial/ Safety Hazard - Mermaid Statue Project

Artistic Carver Sam Nickerson is currently in the process of carving the mermaid and carving should be completed within the next few weeks. Tim Rhyno has found someone to fiberglass the sculpture. An update was provided to our meeting guest, Jim Lloyd, as this site would also serve as a memorial to his sister Donna.

Fisherman's Memorial Restoration Project

Nicole Stephens reported on the annual memorial service that takes place on the Sunday

during Canada Day Celebration events in Lockeport. There was constructive discussion on how to make the event better attended and longer. It was suggested that invitations should be sent out to community members and businesses to attend the ceremony and lay wreaths and create more representation of the community. There were also suggestions around putting up tents and chairs to make the area more inviting for attendees and a better sound set up for Pastor Tim Garren and the music.

Craig Hillen asked if the names of the lost fishermen are read out loud during the service, but Nicole mentioned that it is just the names of the boats that were lost that are read out. A suggestion was made to read the names aloud and ring a bell after each one.

Nicole has been speaking with Sterling and Alden Stephens who are both interested in helping with the future design and restoration of Lockeports Seaman's Memorial site and that it might be a fitting tribute to see plaques with the names of the lost fishermen from the area. It has been discussed that a subcommittee/working group be created to aid in the restoration of the site as well as for planning the seaman's memorial outside of the July 1st programming.

Connie Lamm made the motion to recommend creating a Lockeport Fisherman Memorial subcommittee/ working group for the Fishermen's Memorial Restoration project. Rudy Sommer seconded; Motion carried.

Use for Former Directory Sign- Welcome to Lockeport Sign Project

Mayor Amalfa had previously presented a proposal for parameters regarding a new welcome sign in place of where the old directory sign currently is which would be presented as an expression of interest to the community for what they would like to see on it as well as for design submissions.

Connie Lamm checked into the pricing of a sign of that size, which is approximately 8x4 feet, and would be made of the same material as the new interpretive signs and the cost is \$1032.00 plus HST.

Connie Lamm made the motion that the Heritage and Tourism Committee would make a presentation to Council to use the parameters for the design contest for the new welcome sign. Mary Meagher second; Motion carried.

Invitation to Future Meeting- Shelburne County Arts Council

Emily Swim has offered to send out an invitation to the Shelburne County Arts Council to attend the next meeting.

NEW BUSINESS

New Town of Lockeport Website

The new town website is scheduled to go live very soon. It is recognized that this was one of the first projects initiated by HTC in collaboration with the Town. It was completely funded by an approved Tourism Digital Assistance Program (TDAP) Grant with no cost to taxpayers. It was suggested that the new website should have all special events and festivals listed on the site. It is recommended that the HTC have a dedicated page sharing information on local tourism, businesses, heritage, monthly recognition, committee mandates, agendas, and minutes. Once this page is created the need to maintain a Lockeport Tourism Facebook page will be reviewed by the committee.

Committee Mandates

The Town has developed draft committee mandates for the Heritage and Tourism, Recreation and July 1st Committees. All committee members are encouraged to review the draft specific to this committee and provide feedback or suggestions to the committee chair, Craig Hillen.

Organization or List of Completed and On-going Projects and Church St. Historic Cemetery

It was recommended that the committee review and categorize a list of completed and on-going projects for 2026. This item has been moved to the agenda for the next meeting. Nicole Stephens and Mary Meagher spoke of concerns with the use of whipper-snippers being used in the Church Street graveyard as they could be damaging the old gravestones; there was a recommendation for considerations with maintenance when cleaning up some of the historical sites in town.

It was discussed and agreed that the Church Street Historic Cemetery be considered a Heritage Restoration Project for the HTC to review.

Action: Chair will share concerns with Mayor and Town Clerk.

Addition - Public Washroom Suggestions

Connie Lamm disclosed that as Make Your Move Navigator and Staff, she had a proposal for committee to consider but would recuse herself from discussion and voting on any possible recommendation on this subject. The proposal to repurpose the marine room annex to a public washroom as there has been \$4000 set aside in the Make Your Move budget towards creating a public washroom. There was support to explore the cost of repurposing the Marine Annex into a public washroom. The committee discussed expensive costs associated with Porta Potty rentals that are paid for by taxpayers when there are designated public washrooms available but are restricted for public access and use. Significant money through the Community Sustainability Grant was used to create

accessible washrooms at both the Community Fire Hall and the Seacaps Park washroom located in the Lighthouse Stage Building.

Tim Rhyno made the motion that it is recommended to Council to price the cost of improving the current washroom that is located in the Marine Annex to use as a public washroom. Emily Swim seconded; Motion carried –

Connie Lamm abstained from voting as she felt it was a conflict of interest due to her job position with Make Your Move.

Tim Rhyno made the motion that it is recommended to Council to revisit the opening of the Lighthouse Stage washrooms for certain hours to be used as public washrooms. Emily Swim seconded; Motion carried –

Connie Lamm abstained from voting as she felt it was a conflict of interest due to her job position with Make Your Move.

Addition - Chamber of Commerce Newsletter

David Chute, Chamber of Commerce reached out to Emily Swim to see if the Crescent Beach Centre and Heritage and Tourism committee would be interested in submitting 150 - 200 words and one or more photos for the Fall edition of the 'Shore Lines' newsletter which is in collaboration with the Shelburne and Barrington Chambers of Commerce. The information needs to be submitted by September 4th. The core idea is to embrace the business realities and the people of Shelburne County. It needs to be easily readable and include reviews and testimonials.

The suggestion for what to write about was focused around the various accommodations that we have in the area for visitors. Emily will work on getting something ready to submit.

In-Camera

Financial Discussion

Jeff Wood made the motion to go in camera; George Benham seconded; Motion carried. Time 8:24 pm

Committee came out of camera at 8:40 pm

Next Meeting

The next meeting will be held on September 15th, 2026 at 6pm in Lockeport Town Council Chambers.

Emily Swim moved for adjournment at 8:43pm.

Lockeport Sign Redevelopment

Community Design Initiative

Purpose

To redevelop the former business directory sign location into a welcoming public sign feature that reflects Lockeport's coastal identity, and heritage. This project will help update the town asset, support continued beautification of public spaces and showcase Lockeport.

Background

The former business directory sign is located in a parking lot with direct access to the beach and close proximity to the boardwalk, athletic fields, picnic areas, garbage receptacles, and green space.

The existing sign is outdated and no longer serves the same purpose it once did. Maintaining an accurate business directory is difficult, and most visitors can access local business and tourism information digitally.

With new interpretive and wayfinding signs already completed, this location presents an opportunity to repurpose the space into a more visual community feature, support the continued beautification of town assets, and invite local artists and residents to help shape the design.

Project Vision

The vision is to transform the former business directory sign into a local art feature that reflects Lockeport's beach, fishing, and coastal identity. The project will include a new sign panel featuring locally inspired artwork, with the potential to add supporting aesthetic elements such as solar lighting, fishing rope, lobster traps, surfboards, landscaping, or other features that strengthen the overall theme.

HTC Role

HTC would coordinate, promote, and facilitate the community design contest by inviting local artists, residents, students, and community members to submit design ideas for the sign face.

The selected artwork would be digitally printed on the final sign panel and placed into a final sign template coordinated by HTC/Town staff, which may include a bottom branding strip with the Town logo, website, QR code, or other simple visitor information.

HTC would also identify project costs, coordinate sign production and installation, plan any additional site beautification elements, and develop a final recommendation for Council.

Contest rules are included as an appendix and outline submission requirements, design expectations, selection process, public engagement, final approval requirements, and content restrictions.

Approval Process / Timeline

This report includes preliminary estimated costs to support Council's consideration of the project scope and contest launch.

If approved by Council, HTC would proceed with launching the Community Design Initiative using the contest rules included in this report.

The proposed process would be:

1. Council approves HTC launching the Community Design Initiative based on the proposed scope and estimated costs
2. HTC opens the contest for public submissions for approximately 3 to 5 weeks
3. HTC reviews eligible submissions and identifies a shortlist
4. Shortlisted designs will be shared for public feedback or online voting for approximately one week
5. HTC confirms final project costs and implementation details
6. HTC returns to Council with the recommended design, final budget, and installation plan for approval

Estimated Costs

Council approved **\$1,000** for this project during the budget process. The intent is to focus project funds on the physical sign, installation, and site beautification elements. Final costs may be adjusted once the selected design and implementation details are confirmed.

- Sign panel/materials
- Installation or mounting hardware
- Solar lighting
- Fishing rope
- Lobster traps/display materials
- Surfboard or beach-themed display pieces
- Landscaping/site beautification
- Maintenance or replacement considerations

Final costs will be confirmed before the final design, budget, and installation plan return to Council for approval.

Appendix A: Community Design Initiative Contest Details

1. Contest Name

Lockeport Community Art & Sign Initiative

2. Purpose of the Contest

To invite the community to help create the artwork for a new sign that reflects Lockeport's coastal identity, and enhances a public space used by residents and visitors.

3. Who Can Submit

Open to artists, residents, students, youth, families, and community groups. Preference may be given to submissions with a connection to Lockeport or the surrounding community.

4. Design Theme

Designs may draw inspiration from Lockeport's beach, harbour, fishing culture, recreation, local history, natural landscape, or other features that reflect the community's sense of place. Artists are encouraged to be creative while keeping the design suitable for a public sign feature.

The final sign will also include a bottom branding strip coordinated by HTC/Town staff. This may include:

- Town of Lockeport logo
- Town website
- QR code
- Settlement Date
- Other simple visitor information

Artists should focus on the main visual artwork. The selected design will be placed into a final sign template that includes the bottom branding strip.

5. What the Submission Should Include

Each submission should include:

- Artwork/design concept for the sign face
- Short description of the idea
- Name and contact information
- Confirmation that the design is original work

6. Submission Format

Submissions must be provided as a digital design suitable for use on the final sign panel. The design should be submitted in a horizontal layout. Hand-drawn or painted artwork may be submitted only if it is scanned or photographed clearly enough to be reproduced

digitally. HTC may make minor adjustments in collaboration with the artist on sizing, layout, branding, or print production.

Accepted formats may include: PDF, PNG, JPEG, Canva design/export, Other digital artwork file

7. Selection Process

To support a fair review process, submissions will be provided to HTC for review without the artist's name attached where practical. Contact information will be collected separately for administrative purposes.

HTC will review all eligible submissions using the submission guidelines and project goals.

Submissions will be reviewed based on:

- Connection to Lockeport's coastal, beach, and fishing village identity
- Suitability for a public sign feature that reflects Lockeport and enhances the surrounding space
- Visual impact and readability from the road
- Ability to work within the final sign layout, including the bottom branding strip
- Suitability for digital printing and outdoor display
- Originality and overall community appeal

Each artist or group may submit **one design** for consideration.

HTC may shortlist a small number of eligible designs for public feedback or online voting.

Public feedback may help inform the final recommendation, but HTC will be responsible for recommending the preferred design to Council based on the overall project goals, production requirements, and public input.

Council will make the final decision before the sign is produced and installed.

8. Submission Deadline

The submission window will remain open for approximately three - five weeks following the launch of the Community Design Initiative. Final dates will be confirmed in the public contest notice.

9. How to Submit

Submissions may be submitted by email or delivered to the Town Office. Final submission details will be included in the public contest notice.

10. Artwork Use and Permissions

By submitting a design, participants confirm that the work is original and that they have the right to submit it. Submissions must **not include** copyrighted images, logos, trademarks, or artwork owned by someone else unless written permission is provided.

The selected artist agrees that the Town of Lockeport may reproduce, adapt, resize, digitally print, display, and promote the selected artwork as part of the Lockeport sign redevelopment project.

The selected artwork may also be used in Town communications related to the project, such as the Town website, social media, Council materials, or promotional updates.

The Town may make minor adjustments to the selected design for layout, branding, sizing, print quality, or installation requirements, including placement within a final sign template with a bottom branding strip. Where possible, HTC/Town staff will work with the selected artist to finalize the design so it fits the final sign dimensions, canvas area, and overall layout.

Submission of a design does not guarantee selection, production, or installation. *Final approval rests with Council.* HTC and Council reserve the right not to select a final design if submissions do not meet the project goals or production requirements.

11. Content Restrictions

Submissions must be appropriate for public display in a family-friendly community space. Designs should be clear, readable, and suitable for a roadside sign. Designs that are overly detailed, cluttered, or difficult to reproduce may not be suitable for final production.

Submissions cannot include:

- Political messaging or campaign material
- Commercial advertising or business promotion
- Offensive, discriminatory, or inappropriate content
- Profanity or explicit imagery
- Copyrighted images, logos, trademarks, or artwork owned by someone else without written permission
- Recognizable images of individuals without permission
- Designs that could create safety, visibility, or maintenance concerns

HTC reserves the right to remove any submission from consideration if it does not meet the submission guidelines or is not suitable for public display.

12. Important Notes

Submissions may be shared publicly as part of the community feedback or voting process. Public feedback or voting may be used to help inform the selection process, but it will not automatically determine the final design. Final recommendations will be based on the overall project goals, production requirements, estimated costs, public input, and suitability for public display.

The selected design may be modified for size, layout, branding, print quality, durability, readability, or installation requirements, including placement within a final sign template with a bottom branding strip.

HTC will be responsible for coordinating the physical sign, production, installation, and site beautification elements.

Final approval of the design, budget, and installation plan rests with Council.

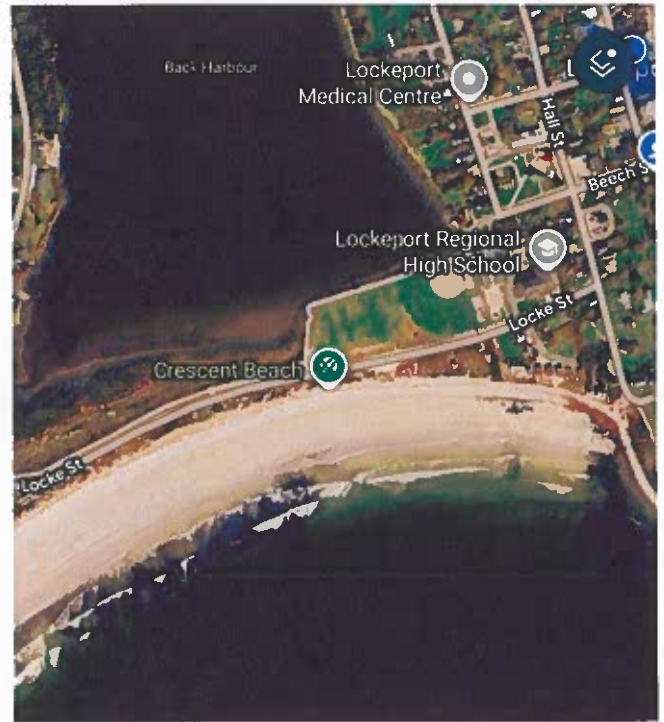
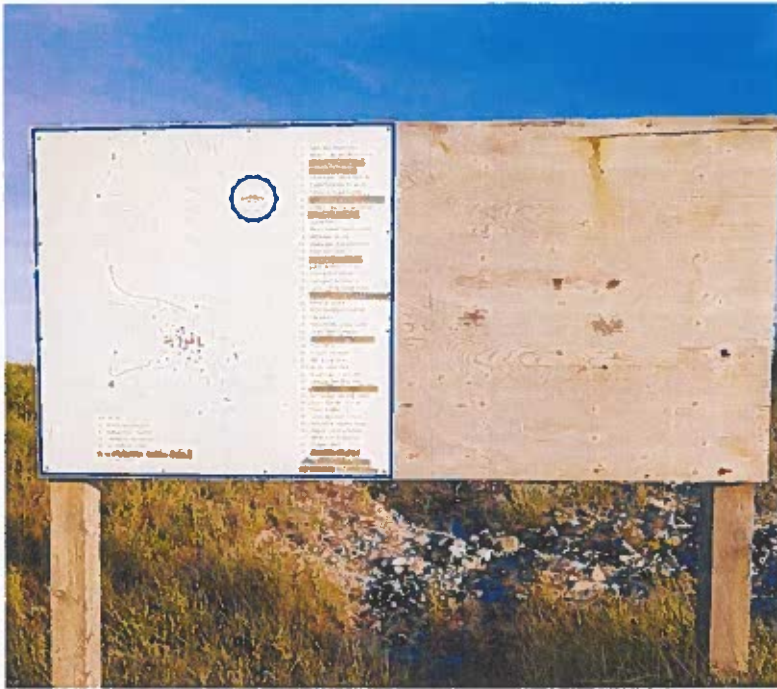
Submission of a design does not guarantee selection, production, or installation.

The Town reserves the right not to proceed with a selected design if costs, production requirements, permissions, timelines, or other practical considerations cannot be resolved.

Appendix B: Existing Sign Location and Proposed Layout Template

Current Former Business Directory Sign Location:

The existing sign is located in the parking area near the entrance to town, with direct access to the beach and close proximity to the athletic fields, picnic areas, and green space.



Proposed Final Sign Template

The selected community artwork would be placed within the main design area. HTC/Town staff would coordinate the final template, including the bottom branding strip, Town logo, website, QR code, and any required layout adjustments for production.



The following are Meetings and Events attended by Councilor A Chetwynd for the month of August 2026.

- Aug 01- Helped Set up, Organize, and Dismantle Big Beach Bash (Crescent Beach)
- Aug 04- Monthly Rec/MYM Committee Meeting (Council Chambers)
- Aug 08- Community Youth Soccer (Soccer Field)
- Aug 11- 50+ Bingo (Rec Center)
- Aug 14- Regular Council (Council Chambers)
- Aug 15- Community Youth Soccer (Soccer Field)
- Aug 20- REMAC Meeting (on-line)
- Aug 21- Seacaps Park Christmas Decorating Meeting (Seacaps Park)
- Aug 22- Community Youth Soccer (Soccer Field)
- Aug 26- July 1st Finance Meeting *rescheduled* (Council Chambers)
- Aug 28- Caution Tape & Sign Posting Seacaps Playground for Phase 2 (Seacaps Playground)
- Aug 29- Community Youth Soccer final week (Soccer Field)
- Aug 31- Playground Fundraising Committee & Eastern Fence Swing Installation (Seacaps Playground)

701

Councillor Candace Malik August 2026 report

1st: attended annual Beach Bash

9th: attended July 1st fireworks

14th: regular council meeting

Throughout the month, working on development of TOL fall newsletter

711

Councilor Kevin Chetwynd
Reports and events

Aug 1st - kids soccer

Aug 1st - annual beach bash

Aug 8th - kids soccer

Aug 9th - watched the canada day fireworks display that were set off sea derby weekend.

Aug 14th- regular council meeting

Aug 15th - kids soccer

Aug 22nd - kids soccer

Aug 24th - playground clean up to get ready for construction. Moved the swing equipment and benches out of the construction area.

Aug 29th - kids soccer.

72



**Attorney General
Justice
Office of the Minister**

PO Box 7, Halifax, Nova Scotia, Canada B3J 1T0 • Telephone 902 424-4044 • JustMin@novascotia.ca

July 29, 2026

Ms. June Harding
Town of Lockeport
26 North Street
Lockeport, NS, B0T 1L0

Dear Ms. June Harding,

Re: Municipal Billing Model

The Province has determined your municipality's estimated annual contribution for policing services provided under the Provincial Police Services Agreement for the period April 1, 2026, to March 31, 2027. This allocation has been determined in accordance with the Province's New Billing Model, which comes into effect on October 1, 2026, with application retroactive to April 1, 2026, for the purpose of determining municipal policing cost allocations for the 2026/27 fiscal year.

For the 2026/27 fiscal year, the estimated contribution is \$171,138 subject to final calculations. This allocation reflects the approved policing service level as of April 1, 2026, and includes all approved service level changes implemented on or before that date for your municipality. Any further service level changes approved after April 1, 2026, will be reflected through future billing adjustments, where applicable.

This estimated annual contribution represents a 25.0% decrease in policing cost for your municipality compared to the amount \$228,183 that would have been calculated under the previous Billing Model. As discussed throughout the consultation process, municipalities will reinvest these savings into complementary public safety initiatives, such as layered policing, community safety programs, alternative response models, and other measures aligned with the recommendations of the Comprehensive Nova Scotia Policing Review. The Province will also continue working closely with the RCMP to help ensure adequate and effective police resourcing in communities across Nova Scotia.

Please note that the amount identified in this letter represents an estimated annual contribution based on the approved budget for the Provincial Police Services Agreement for the 2026/27 fiscal year. Following the completion of the 2026/27 fiscal year, the Province will receive the

73

RCMP's annual report of actual eligible policing costs incurred under the Provincial Police Services Agreement. A year-end reconciliation will then be completed to compare the estimated amounts billed during the fiscal year with the actual eligible costs. Any resulting difference identified through the reconciliation process will be reflected as an adjustment to the municipality's final billing, including additional amounts payable or credits, where applicable.

The new billing model is data-driven and is designed to better reflect the unique circumstances of municipalities across the province. Municipal costs are determined using a range of factors, including population, property values, the number of officers assigned, and the Crime Severity Index. To ensure the model continues to reflect local public safety demands and municipal capacity, costs will be reviewed and recalculated annually. Agreements formalizing this process will also be sent to each individual municipality for signature in the coming months.

The Department of Justice's Public Safety and Security Division will be sending invitations to meet with each municipality policed by the RCMP under the Provincial Police Service Agreement to discuss these changes. While the Department would always prefer an in-person meeting to discuss such a significant change, we want to get this. Appreciating summer schedules, virtual meetings will be scheduled during August 2026.

Thank you for your continued engagement and partnership throughout this process. The new billing model represents an important step toward a more sustainable and equitable approach to policing that better reflects the needs of municipalities while supporting local public safety priorities.

Sincerely,



The Honourable Scott Armstrong, M.L.A.
Attorney General and Minister of Justice

C. Juanita Spencer, Chief Executive Officer, Nova Scotia Federation of Municipalities

NEW BILLING MODEL FOR MUNICIPALITIES POLICED BY THE RCMP UNDER THE PPSA

NOVA SCOTIA DEPARTMENT OF JUSTICE | JULY 2026 | *Credible. Clear. Inclusive. Helpful.*



This is not simply a billing change. It is a foundational public safety investment.

HOW THE NEW BILLING MODEL WORKS

A more balanced, service-based funding mechanism.

A

Cost base and context

Under the PPSA, Canada contributes 30% of eligible costs and the Province is responsible for 70%. Municipalities contribute through a provincially administered framework.



B

Allocation factors

Municipalities will no longer pay strictly by officer count. The model considers population, uniform assessment/property value, officer assignment, shared services, and a Crime Severity Index-related subsidy.



C

Stability protections

The model includes protections against sudden cost instability: a phased cap over the first five years, and after five years annual increased capped at 5%.



D

Administration and local input

The Department of Justice will administer, monitor and annually recalibrate the model. Municipalities will continue to identify local priorities and operational realities.



WHAT INFORMED THIS WORK?

The Comprehensive Nova Scotia Police Review has assisted the Province to better understand the state of police resourcing across the province. This includes workload pressures, geographic coverage, response demands, proactive capacity, and the operational sustainability of local detachments.

OVERALL IMPACTS

The new model is intended to make policing funding more transparent, equitable, and connected to actual service demand.



Predictability
Clearer, more stable municipal planning for policing costs.



Adequacy
Supports the Province in meeting responsibilities for adequate and effective policing.



Rural equity
Stronger support for rural, remote, and high-need communities.



Officer wellness
Reduced operational strain, overtime pressure, and burnout risk over time.



Demand alignment
Funding better reflects population, assessment, staffing, and public safety pressures.



Flexibility
Reduces rigid municipal ownership of assigned resources and supports deployment where needed.



Visibility
Improved proactive capacity, community presence, and response sustainability.



Layered policing
Creates fiscal space to reinvest in complementary community service initiatives.

TIMELINE

1

Letter

On July 29, 2026, a letter was provided to municipalities notifying them of their estimated cost



2

One-on-ones

DoJ staff are meeting with every municipality to discuss their billing model through August and September



3

Agreement

An agreement to guide cost recovery will be provided, and the DoJ will work with municipalities through that process.



4

Implementation

The billing model will be implemented by October 1, 2026, retroactive to April 1, 2026.



COST BREAKDOWN

Step 1 - Cost Base Identification

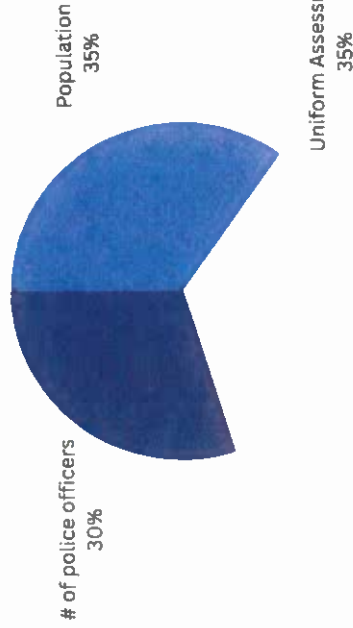
Based on the RCMP's report, municipal policing costs are distinguished from costs associated with centralized or shared policing services. The province is providing additional financial support to reduce the cost base which will be recovered from municipalities.

In FY 2026-27, this additional provincial support includes approximately \$16.3 million.

Step 2 - Cost Allocation

The remaining municipal costs are allocated among all participating municipalities using a weighted formula.

Allocation Formula



Sources for 2026/27:

- Population was derived from the 2021 Census Data
- Uniform Assessment was derived from the Provincial Uniform Assessment data as of February 24, 2026
- Resources are approved RCMP resources for the 2026/27 fiscal year

Step 3 - Shared Services & CSI Subsidies



Shared service costs will continue to be allocated between the province and municipalities under both PPSA and MPSA. The allocation is generally based on the number of RCMP resources within each municipality.



The Province will set aside approximately 1% of total municipal policing costs as a subsidy, which is approx. 1.3 million for FY26-27. The purpose is to recognize that some municipalities have higher crime severity and potentially greater policing demand. Each municipality receives a CSI factor by comparing its 3-year CSI with the provincial three-year average.

Step 4 - CAP Adjustment

To support a gradual and predictable transition to the new municipal policing billing mechanism, a phased cap adjustment will apply during the first five years of implementation.

The cap adjustment is always based on the previous year's amount.

Implementation Year	Minimum Annual Adjustment	Maximum Annual Adjustment
Year 1	-25%	0%
Year 2	-20%	5%
Year 3	-15%	5%
Year 4	-10%	5%
Year 5	-5%	5%

Step 5 - Agreements & Reinvestment of Savings



The objective is not just to reduce costs, it's to **create flexibility** for municipalities to **invest in public safety** in ways that make sense for their communities using alternative approaches to traditional policing.

The Province will be entering into dedicated agreements with each municipality in order to lay out the **roles and responsibilities of both parties** (municipality and province) and the costs associated with RCMP service provision and investments in public safety initiatives.

Aug 31st 2026

Dear Mayor and Members of Town Council,

This letter is in reference to the vacant property on [34 Crest Street](#) in Lockeport NS. As written in the town council draft minutes from the August 14, 2026 meeting, council has suggested possible sale of this vacant land. We are writing to formally register our strong opposition to the proposed sale of the town owned property at [34 Crest Street, Lockeport N.S.](#)

This prime piece of land is a vital asset to the Lockeport community and our local tourism industry. Currently the site serves as a beautiful public gathering area where both residents and visitors to our community come to enjoy the panoramic views of our historic harbour.

Throughout the entire year residents not only use the Widow's Walk but both sides of the property as well. Visitors frequently pull over in their vehicles to gaze at the harbour. The fishermen often pull over to assess the conditions of the sea to determine their next fishing adventure. Very often, during lobster season, the wives of the fishermen utilize this area in the same way, watching

and waiting for their husbands to return from the sea. During the summer months, tourists as well as residents frequently visit this site to photograph the beautiful scenery and stay to enjoy a picnic. It is also a popular area for dog owners to walk their pets. As well, the town utilizes the property in the winter to push excess snow from the street on to that property. The assets of this town-owned property are numerous.

Once this piece of public land, with such significant value to the community, is privatized it is lost to the community forever.

I recently spoke with a town councillor about the possible sale of this parcel of land. Part of our conversation touched on the potential cost involved in preparing the land for sale:

- Cost of valuation
- Cost of a survey of the plot
- Cost of potential sub-division of the plot

We were informed by this member of council, that all councillors were in favour of preserving the town's ownership of the Widow's Walk. Thus, there would be cost involved to sub-divide the plot if it is decided that the town would maintain ownership of the portion of land containing the Widow's Walk. If this is accurate, then one

would assume that the land would have to be divided into three separate parcels of land.

- Real estate fees upon sale of the land
- Extra cost of migration.

Please consider this letter a formal request to withdraw any consideration of placing this piece of property on the surplus sale list and instead commit to preserving it as a permanent public space and tourism landmark.

Through placing an interpretive panel that depicts an important event in the history of our town, the town has recognised the historical importance of this particular parcel of land.

Therefore, it is requested that Council initiate the formal process to register this site as a Municipal Heritage Property under the *Nova Scotia Heritage Property Act*.

Thank you for your time and consideration of our concerns regarding the sale of this property.

Sincerely,

Handwritten signatures of John and Karen Swim in blue ink. The signature for John is on the left and for Karen is on the right, both written in a cursive style.

John and Karen Swim

78

George R. Harding
PO Box 145, Lockeport, NS
B0T 1L0

Mayor and Council
Town of Lockeport

September 4, 2026

Dear Mayor and Council,

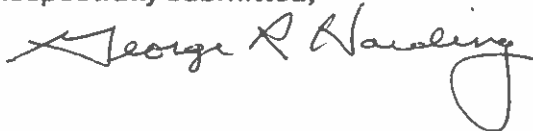
I am writing to comment on the potential sale of town-owned facilities and vacant land. I understand that there would be a third party hired to give recommendations to council with consideration given to input from ratepayers. Ratepayers do not know all the properties owned by the town that would be considered. I support this process and believe that council is committed to transparency and accountability and will make public the Executive Summary report by this third party.

I suggest that some property assets be retained by the town. The ownership of the Lookout / Widow's Walk site at 34 Crest Street needs to remain with the town as well as the library on North Street. There are also legal requirements with the ongoing town's ownership of Rood's Head Park.

The Medical Centre could be relocated to the recreation area in the town office building, allowing its current building to be converted back into a family home. I also support making land available for residential and commercial development.

I am trusting that council will make wise decisions based on input from the report and ratepayers in the best interests of the town's future.

Respectfully submitted,

A handwritten signature in black ink that reads "George R. Harding". The signature is written in a cursive style with a large, looped "G" at the end.

78

You're cordially invited to attend the



Change of Command Ceremony

In honour of

Assistant Commissioner Dan Morrow

As the Commanding Officer of the

Nova Scotia Royal Canadian Mounted Police

Wednesday, October 7, 2026 at 1 p.m.

Willow Park Armoury

3225 Husky Drive, Halifax, Nova Scotia

Reception to follow

Business dress or dress uniform

RSVP by October 1, 2026 to
HdivCommandingOfficer@rcmp-grc.gc.ca



Royal Canadian
Mounted Police

Gendarmerie royale
du Canada

Canada



**Emergency Management
Office of the Minister**

Suite 601-1871 Upper Water Street, Halifax, Nova Scotia, Canada B3J 1S8 • Telephone 902-424-5620 • Minister.EmergencyManagement@novascotia.ca

September 1, 2026

To: Fire Departments, Ground Search & Rescue, HAZMAT organizations and Municipalities in Nova Scotia

Re: 2026-27 Emergency Services Provider Fund (ESPF) Fall Regional Funding Stream

The Department of Emergency Management is pleased to announce the launch of the 2026–27 Emergency Services Provider Fund (ESPF) – Fall Regional Funding Stream.

Last year, the Province significantly expanded the ESPF from \$1 million to \$4 million. We are maintaining that increased level of support this year, including regional grants of up to \$200,000, as part of our broader work to modernize fire services and ground search and rescue and strengthen emergency preparedness across Nova Scotia.

The ESPF is administered by the Department of Emergency Management. The Regional Funding Stream supports projects that address the shared needs of multiple emergency response organizations.

Funding may be awarded to a volunteer first responder organization, a municipality, or a group of municipalities that work together on projects to improve emergency response and preparedness across multiple communities.

The program includes:

- Up to 90 per cent of eligible costs, to a maximum grant of \$200,000;
- Regional projects that strengthen emergency services across a broader geographic area; and
- A new online application portal to make applying easier and more efficient.

Organizations that received funding through the ESPF program in 2025–26 are not eligible to receive funding in 2026–27.

The Fall Regional Funding Stream opens September 1, 2026, and applications will be accepted until October 31, 2026.

For more information on eligible costs and how to apply, please refer to the following ESPF Application Guidelines 2026–27 or visit the program website:

<https://www.novascotia.ca/apply-funding-buy-equipment-thats-used-directly-response-fire-or-emergency-emergency-services-provider-fund>

If you have any questions, please email ESPF@novascotia.ca.

Sincerely,



Honourable Kim D. Masland
Minister of Emergency Management

Attachment: ESPF Application Guidelines 2026-27

Emergency Services Provider Fund – Regional Funding Stream

Emergency Services Regional Funding Stream Application Guidelines 2026-2027

Introduction

The Department of Emergency Management administers the Emergency Services Provider Fund ("ESPF") Regional funding stream. Funding may be awarded to a volunteer first responder organization, a municipality, or a group of municipalities undertaking an initiative to enhance emergency services across a regional geographic area. Applicants must demonstrate that the proposed project delivers benefits beyond a single organization or community and contributes to improved regional preparedness, response, recovery, and/or risk reduction.

This funding stream supports projects that address the shared needs of multiple emergency response organizations, enhancing coordinated preparedness, response, and recovery efforts across a region.

Emergency Services Regional Funding

- Application intake period will begin September 1, 2026, and will close October 31, 2026.
- Projects will be eligible for funding up to 90% of the projects costs, to a maximum contribution of \$200,000.

ESPF Fall 2026-27

Emergency Services Regional Funding

Emergency Services Provider Fund - Regional Funding Stream projects will be eligible for funding up to 90% of total project cost, to a maximum contribution of \$200,000. Applications will open on September 1, 2026, and must be fully submitted by October 31, 2026.

Emergency Services Provider Fund - Regional Funding Stream - may be awarded to a volunteer first responder organization, a municipality, or a group of municipalities undertaking a project that strengthens emergency services across a region. Applicants must demonstrate that the project will benefit multiple organizations or communities and support improved regional preparedness, response, recovery, or risk reduction.

Eligible Applicants

Applicants should demonstrate collaboration with other volunteer first responder organizations and/or municipalities within the region. Eligible applicants may include:

- Volunteer Fire Departments
- Volunteer Ground Search and Rescue organizations
- Volunteer Hazardous Materials Teams
- Municipalities

Applicants must be compliant with all reporting requirements before applying, including the submission of fire incident reports where applicable.

Successful applicants must wait for one program year before reapplying to this funding stream.

Applicants are responsible for obtaining all required permits, approvals, and insurance coverage before the project begins.

Eligible Costs – Emergency Services Regional Funding

Funding may be used for projects, initiatives, equipment, infrastructure, training, planning activities, and other investments that strengthen regional emergency preparedness, response, recovery, resilience, and risk reduction efforts.

Eligible projects should demonstrate a clear regional benefit by enhancing collaboration, interoperability, resource sharing, operational capacity, or service delivery across multiple emergency response organizations and communities.

Priority will be given to initiatives that improve regional capabilities, address shared risks and challenges, and contribute to a more coordinated and sustainable approach to emergency management and emergency service delivery.

Regional Equipment and Vehicles

- Major equipment that supports regional emergency response capabilities
- Specialized vehicles and trailers
- Multi-purpose UTVs and ATVs for wildland fire and search and rescue (SAR) operations
- Shared equipment pools, such as:
 - SCBA cascade trailers
 - Drones
 - Rope rescue kits
 - Swift water rescue kits
 - Remote rescue kits
 - Rehabilitation (rehab) units

Regional Infrastructure and Facilities

- Development or enhancement of regional training facilities

Planning and Risk Reduction

- Regional hazard and vulnerability assessments
- Regional risk reduction strategies
- Public education and community awareness initiatives
- FireSmart program enhancements and related risk reduction activities

Training and Capacity Building

- Regional training programs
- Regional emergency exercises

- After-action reviews (AARs) to identify and strengthen regional capabilities

Wellness and Resilience

- Mental health and resiliency programs for emergency service personnel and volunteers

Ineligible Costs

Funding cannot be used for:

- Ongoing operating costs unrelated to the project
- Salaries, wages, benefits, overtime costs, or staffing costs, unless otherwise specified
- Debt repayment, interest charges, fines, penalties, or legal fees
- Insurance premiums
- Memberships and subscriptions
- Land, building, or property purchases
- Costs reimbursed through another funding source
- Expenses incurred before project approval
- Any expenses not directly related to the approved project

Application Submission

To apply for the 2026-27 ESPF Regional Funding Stream, visit:

<https://www.novascotia.ca/apply-funding-buy-equipment-thats-used-directly-response-fire-or-emergency-emergency-services-provider-fund>

1. Complete and submit the online application form available at: <https://www.novascotia.ca/apply-funding-buy-equipment-thats-used-directly-response-fire-or-emergency-emergency-services-provider-fund>
2. Review the application requirements and gather all required supporting documentation.
3. Submit your completed application and supporting documents by the application deadline.
4. Following the submission deadline, the Department of Emergency Management will review all applications. The review process may take **6 to 8 weeks**.

Review and Approval Process

Applications submitted to DEM will be reviewed to ensure the requirements outlined in these guidelines have been met. Incomplete or late applications may not be considered for funding.

As part of the review and approval process, DEM may request information from your municipalities related to the financial support they provide your organization.

The review and evaluation of applications is a competitive process. Although a project may be eligible, it is not guaranteed funding from this program. Approval of a project does not guarantee that the full funding amount requested will be awarded.

Payment

Successful applicants will receive an approval letter and Terms and Conditions (T&Cs) outlining the requirements of approval. Funding will be released upon receipt of the signed Terms and Conditions agreement.

If your organization has received previous funding through the ESPF and the final report is overdue, no funds can be released for any subsequent grants approved through the ESPF until the overdue report has been received.

Project Completion

All project activities must be completed, and all eligible expenses must be invoiced, by January 31, 2028.

DEM has the right to require the return of any unspent funds or any funds that have been spent on items that were not part of the Agreement.

Final Reporting

Recipients must submit a Statement of Expenditures to DEM within 60 days of the project completion date.

The Statement of Expenditures will consist of a listing of all invoices as well as proof of payment in the form of copies of cancelled cheques, printouts of online cancelled cheques, or copies of electronic payment documentation.

Communications

Funding recipients must keep approval information confidential until DEM issues a public announcement.

DEM funding support must be acknowledged in all public communications and promotional materials related to the project.

A list of successful project applicants may be made public after the process is completed.

For More Information

Emergency Services Provider Fund (ESPF)
Department of Emergency Management

ESPF@novascotia.ca

Nova Scotia Fire Bulletin

August 2026



Minister's Message

Over the past year, we've made meaningful progress to strengthen Nova Scotia's fire service. As the first province in Canada to establish a dedicated Department of Emergency Management, we remain focused on enhancing public safety and building stronger, more resilient communities.

One of our key priorities is ensuring you have access to the training, resources, and support you need to do your job safely and effectively. That's why we've continued work and invest in:

- New Level 1 training grants that will be unveiled later this year.
- Deployment of the Mobile Burn Unit, including its first deployments across the province.
- Improved pathways for firefighters to obtain class 3 driving licenses
- Continued work with Dalhousie University to strengthen officer education.
- Updated training opportunities through the Office of the Fire Marshal.
- Development of draft guidelines to strengthen firefighter health and safety through the subcommittees of the Fire Training Advisory Committee.

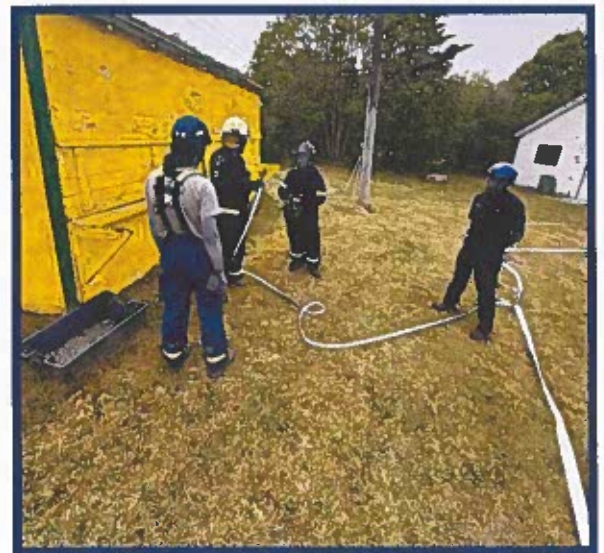
We're also building regional training capacity, so firefighters have greater access to quality training closer to home.

Despite a challenging fiscal environment, our government maintained the enhanced funding levels for fire service programs that were increased significantly last year. We recognize the vital role volunteer fire departments play in communities across Nova Scotia and supporting them remains a priority.

As we continue to modernize and strengthen the fire service, we are committed to listening to firefighters, chiefs, and departments – as you know this work best. Your experience, expertise, and feedback are helping shape the future of fire service in Nova Scotia and the work ahead.

Thank you for your continued dedication, professionalism, and commitment to keeping Nova Scotians safe.

The Honourable Kim Masland
Minister of Emergency Management



Structure Protection Unit training in Barrington

Our Vision: Every Nova Scotian has access to reliable, evidence-based fire services, no matter where they live. Every firefighter has the training and equipment needed to stay safe while serving their communities.

Mobile Burn Unit Training Begins this Month

- In March 2026, the Province of Nova Scotia purchased two Mobile Burn Units (MBUs) to expand access to live fire training, bringing high-quality training closer to home and reducing travel requirements for fire departments across the province.
- The first MBU is expected to begin operations in the coming weeks. As part of the rollout, RelyOn, a Third Party Vendor, has engaged Fire Chiefs and Training Officers and completed site assessments with fire departments across the province.
- To schedule training, please visit: <https://www.nsmbu.ca/>

Resilience Spotlight: PSPNet

- Every day, firefighters and first responders respond to situations that most people are running from, placing the health and safety of others ahead of their own. They are regularly exposed to traumatic events, which can have lasting impacts on mental health and increase the risk of conditions such as PTSD, depression, and anxiety.
- As a firefighter in Nova Scotia, you can access PSPNet, a confidential online mental health service that provides flexible therapist-guided and self-guided cognitive behaviour therapy programs that can be completed on your own schedule from home.
- Learn more at www.pspnet.ca

Class 3 Licensing Update

- Nova Scotia is launching a pilot project in August in Digby and Colchester Counties to improve access to Class 3 driver licensing for firefighters, particularly in volunteer departments, with expansion to other regions planned for the fall.
- The pilot aims to reduce common barriers such as travel, scheduling, testing availability, and licensing costs while maintaining required safety and competency standards.
- The pilot will expand access to Class 3 examiners, test regional/fleet-based sign-off models, support consistent firefighter driver training, and explore ways to reduce out-of-pocket licensing expenses for volunteer firefighters.

Certification and Testing Update

- We have heard from many firefighters and fire service leaders about the importance of timely access to certification testing and the frustration caused by delays in receiving certifications.
- We are actively prioritizing this work and recognize that the current timelines have not met the expectations of the fire service community.
- To help address these challenges, additional resources have been dedicated to certification and testing activities which will reduce backlogs and ensure that certifications are issued as quickly as possible.



Clare Ground Search and Rescue

Where to Find Us

Check out our [website](#) for the latest updates.

Questions about the fire modernization process? [Contact us](#).

Follow the Department of Emergency Management on [Facebook](#) and [X](#)

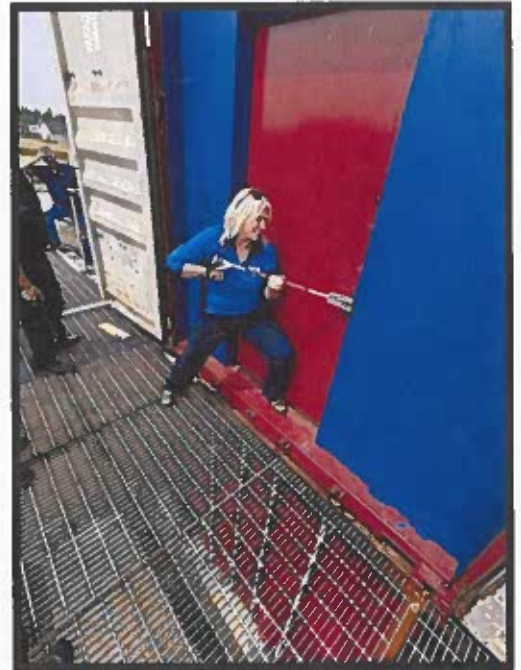
Find the Department of Natural Resources on [Facebook](#)



Fire Dispatch

- Our priority is to ensure dispatch services are safe, reliable, effective, and more consistent across the province, with the transition to Next Generation 911 which was mandated by Canada's Radio-Television and Telecommunications Commission (CRTC), informing future planning and decisions.
- No decisions have been made on the future of fire dispatch; work is underway to develop a clear, evidence-based path forward by reviewing FSANS recommendations, current system capabilities, and leading practices across Canada and internationally.

**"Breaking down doors at the fire training facility in Meteghan!
As Minister of Emergency Management, I feel it is so important to meet with our fire service in their communities to listen and learn from them."**



Fire Service Standards

- We are working on a step-by-step plan to develop Fire Service Standards over the next year.
- The goal of these standards is to provide clear guidance and support to enhance firefighter safety and help fire departments and municipalities deliver consistent and reliable fire services.
- Standards will be gradually phased in and developed collaboratively. Once a standard is approved, there will be a 12-month notice period before it comes into effect.
- This year, we will focus on developing standards for:
 - Firefighter Training,
 - Fire Service Levels, and
 - Fire Service Review Criteria
- The new standards will reflect recognized national best practices while being practical for Nova Scotia's diverse fire departments and volunteers.
- In the fall, we will meet with fire chiefs, municipalities, training and fire service experts, and other partners as we design and validate the draft standards.

How fire training standards are developed with firefighters





OFFICE OF THE
FIRE MARSHAL
— NOVA SCOTIA —

CAMPFIRE SAFETY

ENJOY THE OUTDOORS.
PROTECT OUR FORESTS.



1

BEFORE LIGHTING

A little preparation goes a long way.



CHECK LOCAL FIRE RESTRICTIONS.

- Burn bans and fire advisories can change quickly based on weather and wildfire conditions.
- Always follow current provincial and municipal restrictions.



CHOOSE A SAFE LOCATION.

- Use designated fire pits where available.
- Keep fires away from tents, trees, and overhanging branches.
- Never leave a campfire unattended.



HAVE WATER AND A SHOVEL NEARBY.

- Keep a bucket of water, a shovel, or other extinguishing equipment close at hand.



Check burn bans and fireworks advisories:

novascotia.ca/burnsafe

novascotia.ca/fireworks

2

WHILE THE FIRE IS BURNING

Stay attentive.
Keep it safe.



KEEP THE FIRE SMALL AND MANAGEABLE.

- A small fire is easier to control and puts off less heat, smoke, and sparks.



BURN ONLY CLEAN, DRY WOOD.

- Avoid burning garbage, food waste, or other materials that can create excessive sparks or toxic smoke.



NEVER LEAVE THE FIRE UNATTENDED.

- Always keep a responsible adult with the fire at all times.



USE CAMPING STOVES SAFELY.

- Set stoves on stable, non-combustible surfaces.
- Keep them clear of flammable materials.
- Never use fuel-burning appliances inside tents or enclosed shelters.

3

BEFORE LEAVING OR SLEEPING

Put it out.
Drown it cold.



DROWN THE FIRE WITH WATER.

- Pour water over the fire and all around the ashes.



STIR THE ASHES THOROUGHLY.

- Stir until all embers are out.



ENSURE EVERYTHING IS COOL TO THE TOUCH.

- If it's too hot to touch, it's too hot to leave.



When in doubt, soak it, stir it, and check it again.

4

EMERGENCY?

Act fast.
Protect lives and our forests.



KNOW YOUR CAMPSITE LOCATION.

- Be able to explain your location to emergency responders.



MAINTAIN ACCESS FOR EMERGENCY VEHICLES.

- Keep roads and access routes clear at all times.



CALL 911 IMMEDIATELY

- If a fire escapes containment or is threatening people, property, or the forest.

Most outdoor fires are preventable.

A few minutes spent checking conditions and properly extinguishing a campfire can help protect lives, property, and Nova Scotia's forests.

FOR IMMEDIATE RELEASE**Association of Municipal Administrators of Nova Scotia (AMANS)****Statement from the President of AMANS to Municipal Colleagues in Port Hawkesbury, Victoria County, Inverness County, and Richmond County**

The Association of Municipal Administrators of Nova Scotia extends its deepest support and solidarity to our colleagues in **Port Hawkesbury, Victoria County, Inverness County, and Richmond County** as your communities face exceptional adversity. Municipal professionals are often the steady hands guiding residents through uncertainty, and in these difficult days, your leadership, resilience, and compassion are making a profound difference.

Across Nova Scotia, your fellow administrators recognize the weight of the responsibilities you carry. Whether coordinating emergency services, supporting families affected by loss, or maintaining essential operations under pressure, your commitment to public service reflects the very best of our profession. Please know that the entire AMANS community stands with you and is ready to assist in any way possible.

AMANS also wishes to acknowledge the extraordinary efforts of **first responders** who continue to work tirelessly to protect people and property. Firefighters, paramedics, police, EMO personnel, public works teams, and dedicated volunteers are demonstrating remarkable courage and endurance. Their actions—often taken under dangerous and emotionally challenging circumstances—are safeguarding lives today and laying the foundation for community recovery in the days ahead. We honour their service and express our profound gratitude.

As Nova Scotians, we are reminded once again of the importance of **emergency preparedness**, strong local coordination, and the simple act of looking out for one another. Resilient communities are built through planning, collaboration, and the everyday kindness that defines our province. In times of crisis, these values become our greatest strength.

AMANS remains committed to supporting municipal professionals across Nova Scotia as we work together to protect our communities and help them heal.

Victoria Brooks, President, Association of Municipal Administrators of Nova Scotia (AMANS)

Quick Facts: Emergency Preparedness Resources

- **Nova Scotia Emergency Management Office (EMO):** Guidance on emergency planning, alerts, and municipal coordination. novascotia.ca/emo
 - **Federal Emergency Preparedness Resources (Government of Canada):** Information on creating emergency kits, family plans, and hazard awareness. getprepared.ca
 - **Environment Canada Weather Alerts:** Real-time weather warnings and severe weather updates. weather.gc.ca
-

Media Contacts

Jeff Sunderland

Executive Director AMANS

jsunderland@amans.ca

92



September 8, 2026

Honourable Nolan Young, MLA
164 Water Street
Shelburne, NS
BOT 1W0
Email: nolan.young@shelburnemla.ca

Dear Minister Young,

Re: New Roseway Manor Build

At its meeting on September 3, 2026, the Roseway Manor Board discussed the June 30, 2026 correspondence regarding the new Roseway Manor replacement project.

The Board understands that you recently spoke with the Municipality of Shelburne's CAO and advised that the Roseway Manor project is not included in the Province's current-year budget, but that it remains a priority, and that you intend to continue advocating for its inclusion in next year's budget.

The Board appreciates this update and your continued support for the project. However, the June 30, 2026 correspondence requested specific information regarding the status of the project. To date, the Board has not received a written response addressing these questions.

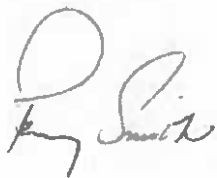
Following discussion, the Board unanimously agreed that a written response to the questions posed in the June 30, 2026 letter is still required. In particular, the Board respectfully requests a response to each of the questions outlined in that correspondence no later than October 15, 2026.

While the information provided through the recent conversation with the CAO is helpful, the Board believes a formal written response is important to provide clarity regarding the Province's current commitment to the project and the path forward. As noted in our original correspondence, the continued uncertainty surrounding this project is of significant concern to residents, families, healthcare advocates, and municipal leaders throughout Shelburne County.

We appreciate your attention to this matter and look forward to receiving your written response by October 15, 2026.

Sincerely,

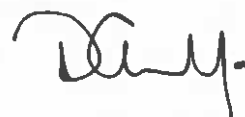
Warden Penny Smith
Municipality of Shelburne

Handwritten signature of Penny Smith in cursive script.

Mayor Stan Jacklin
Town of Shelburne

Handwritten signature of Stan Jacklin in cursive script.

Mayor Derek Amalfa
Town of Lockeport

Handwritten signature of Derek Amalfa in cursive script.

94

June Harding

From: Adam Dedrick <Adam.Dedrick@municipalityofshelburne.ca>
Sent: September 8, 2026 12:36 PM
To: Sarah Mattatall; Daniel MacKay; June Harding (townoflockeport@ns.sympatico.ca)
Cc: Warren MacLeod; Erin Hartley
Subject: MPAL Program Update

Good day,

Being that both the Town of Shelburne and Town of Lockeport are contributing partners for the Municipal Physical Activity Leadership Program (MPAL), I am emailing to inform you that Benn Himmelman will be moving on from the Physical Activity & Community School Coordinator position as he has submitted his resignation. Benn has been in the position since May 2021, and his last day in the office will be September 29th.

As you may be aware, the last year of a three-year funding agreement between the Municipality and the Province for the implementation of the MPAL program will expire on March 31, 2027. The Municipality contributes funding and administers the program and position, and the Town of Shelburne and Town of Lockeport contribute funding towards the program budget which covers the position salary and other expenses. With the agreement up for renewal, it will require a discussion among the partners about financial viability moving forward. Due to this uncertainty the position will remain vacant for the time being. It would be a challenge to attract candidates for a position that is pending funding and not guaranteed to continue beyond March. As well, the hiring process can take several months and would not be productive without knowing the future of the MPAL program.

In the meantime, each unit will be responsible for their own specific actions or responsibilities related to the Physical Activity Strategy or any projects and work that Benn was working on for them. Benn will go over this with each unit before he's done. In addition to their own related projects, the Municipal Rec Department will cover the operation of Community Use of SRHS for the time being.

I will be in touch regarding a date to hold discussions.

Thanks,

Adam Dedrick
Director of Recreation & Parks
902-875-3544 ext 225
Adam.Dedrick@municipalityofshelburne.ca
414 Woodlawn Driv
P.O. Box 280
Shelburne NS
B0T 1W0
Office hours: Monday to Thursday, 8:00am-4:30pm