



**TOWN OF LOCKPORT
COUNCIL MEETING
FRIDAY OCTOBER 23, 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 October 23, 2026, meeting with the following additions/deletions.

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

- Regular Council Meeting Minutes October 9, 2026

Staff Suggested Motion – That Council approve the Minutes from the Regular Council Meeting of October 9, 2026.

- 6. Business arising from Previous Minutes**

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

7. Presentations – Fire Services Presentation

Jenn Bell and Warren MacLeod

Current Fire Services Agreement (Page 1 – 7)

Strengthening Fire Safety and Services in Nova Scotia (Page 8 – 12)

8. Finance

- List of invoices already paid in the amount of \$148,632.15 (Page 13 – 14)
- Town of Lockeport Municipal Planning Strategy and Land Use Bylaw Updates Proposal (Page 15 – 16)

Staff Suggested Motion – That Council approve moving forward with a plan to budget \$19,000.00 per year for the next two years 2027/2028 and 2028/2029, to have the Town of Lockeport Municipal Planning Strategy and Land Use Bylaw Updated.

- Request from Municipality of the District of Shelburne to use funds from the Shared Services Reserve Account for C&D Site Upgrades and Safety Rails (Page 17 – 19)

Staff Suggested Motion – That Council approve the use of funds from the Shared Services reserve Account to pay for C&D site upgrades and Safety Rails.

- Summary of cost for Mayor Amalfa and Councillor Malik to attend the NSFM Conference in Halifax on November 4, 5 and 6th, 2026. Supporting Documents – Annual Conference Policy # GG-009 and Travel Policy # GG-001 (Page 20 – 24)

Mayor Amalfa has already been approved to attend the Conference at a cost of up to \$1600.00

Staff Suggested Motion – That Council approve spending an extra \$543.00 to allow Councillor Malik to attend the NSFM Conference in Halifax in November 2026.

- Shelburne County REMO – Travel Budget Allocation increase (Page 25)

Staff Suggested Motion – That Council approve the Shelburne County REMO Travel Budget Allocation increase at an additional cost of \$320.00 to the Town of Lockeport.

9. Staff Reports

- Public Works report (Page 26)
- VIC Manager's Report (Page 27 – 44)
- Administration Report (Page 45)
- Quotation for new Fire truck (submitted by Fire Chief Wayne Chetwynd) (Page 46 – 48)

For Council's information.

10. Other Business

- Community Stewardship Agreement (Page 49 -50)
- Request for letter of support – Shelburne County Ground Search and Rescue Funding application. (Page 51 – 52)

Staff Suggested Motion – That Council approve the Town of Lockeport Community Stewardship Agreement as presented.

11. Correspondence

12. Information Only

- Amendments to the Municipal Government Act (Page 53 – 54)
- EMO Provincial Coordination Centre renamed to Provincial Emergency Operations Centre. (Page 55 – 56)

13. Date of next meeting

- November 13, 2026, at 1:00 p.m.

14. "In Camera"

15. Adjournment

Regular Council Meeting 10232026.agd

THIS FIRE SERVICES AGREEMENT made this ^{29th} day of *January*, 2020.

BETWEEN:

TOWN OF LOCKEPORT, a municipal body corporate
(hereinafter referred to as the "Town")

and

MUNICIPALITY OF THE DISTRICT OF SHELBURNE, a municipal body corporate
(hereinafter referred to as the "District")

WHEREAS:

The District has requested the Town to provide, pursuant to Sections 60, 61 and 293-301 of the Municipal Government Act, fire protection services to specific areas located outside the Town but within the boundaries and jurisdiction of the District; and

The Town has agreed to provide certain fire protection services to those specific areas of the District on the terms hereinafter set forth.

THE PARTIES THEREFORE AGREE AS FOLLOWS:

1. The Town shall provide certain fire protection services through the Lockeport Volunteer Fire Department as outlined in Schedule "A" attached to specific areas of the District throughout the life of this agreement.
2. The said fire protection services shall be provided within an agreed fire protection area which is restricted geographically to the entirety of District #6 of the District (consisting of Lydgate, West Head, East Green Harbour and West Green Harbour) and approximately one third of the entire District #7 of the District (consisting of Osborne, Allendale, Pleasant Point, Canada Hill and Walls Lake) and being more specifically described on a map attached as Schedule "B".
3. The parties agree that the Town is not an agent of the District, that its personnel are not employees of the District and that the relationship covered in this agreement is that of an independent contractor providing a service for a fee.

THE TOWN SHALL:

4. Provide and maintain fire and emergency services, as outlined in Schedule "A" to the District without interruption;
5. Ensure that it is equipped at all times with adequate firefighting equipment, apparatus and appropriately trained personnel for the provision of fire protection services to the fire protection district in accordance with the levels specified in Schedule "A";
6. Operate in accordance with the Nova Scotia Occupational Health and Safety Act and the rules and regulations established by that Act for the workplaces involved;
7. Provide other emergency response services to the fire protection district in accordance with the type and level specified in Schedule "A"; and
8. Promptly file all incident reports, activity reports, budgets and all other information required by the District, which is pertinent to the services provided within the fire protection district, at the times and in the manner designated by the District.

COST SHARING

9. On April 15, 2016 and on the same date of each year thereafter, the Town shall prepare and submit to the District, a proposed fire protection budget for operations, for the upcoming fiscal year. The budget is subject to acceptance by resolution of the District.
10. When a proposed budget contains plans for one or more capital investment(s), the decision of the District as to whether to approve the budget by resolution, as contemplated in Clause 9, shall not occur until the public participation process outlined in the District's Area Rate Policy in place at the time has been complied with.
11. On April 15, 2016 and on the same date of each year thereafter, the Town shall provide the District with a summary of its activities.
12. Net operating costs are shareable by the Town and the District based on a three-year rolling average of the percentage of the number of calls within the fire protection area as shown in the attached Schedule "C", amended annually, using figures current at the time. In calculating the net operating costs, the parties agree that any costs associated with attending mutual aid calls or costs attributable to Medical First Responders and/or Department of Lands and Forestry shall not be included. It is not the intent of the District to contribute to those costs as a part of this agreement.

13. Vehicle costs, including gas and oil, insurance and vehicle repair and maintenance are shareable by the Town and the District based on a three-year rolling average of the percentage of the kilometres driven during the previous three fiscal years within the fire protection area as shown in the attached Schedule "C", amended annually, using figures current at the time.
14. (a) Capital Expenditures of the Fire Department shall only include the purchase of fire vehicles.
- (b) Capital Expenditures shall be shareable by the Town and the District based on a 45/55 split. 45% for the District and 55% for the Town.
- (c) The amount of Capital Expenditures shareable by the Town and the District shall be reduced to reflect any contributions and donations received by the Town and Fire Department for each capital expenditure.
- (d) Borrowing for Capital Expenditures shall be based on the 45/55 split as noted in 14.(b).
- (e) In calculating the capital costs, the parties agree that any costs associated with attending mutual aid calls or costs attributable to Medical First Responders and/or Department of Lands and Forestry shall not be included. It is not the intent of the District to contribute to those costs as a part of this agreement.
- (f) The Town shall annually provide the District with a projected 20-year capital replacement timeline for Fire Protection together with any revisions by January 31st in order for the District to adequately plan for providing its share of the Capital Expenditure.
- (g) The Town and the District agree that the Capital Assets remain the property of the Town.
- (h) The residual value of any vehicles that are purchased jointly by the Town and the District and later sold, shall be reflected as a reduction in the next capital vehicle purchase before calculating the cost shared amounts.
15. The Town will invoice the District monthly for its proportion of the shareable expenses. The fourth monthly billing in any following fiscal year will be increased or decreased to reflect actuals after audit expenditures from the previous fiscal year.
16. Excepting emergency circumstances which require swift action to prevent imminent danger to life or serious damage to property, unless otherwise approved by the District, the Town shall not spend monies on unbudgeted

items and, in any event, shall not exceed its budget without the approval of the District.

17. In the event a request is made by the Town for the construction of dry hydrants or fire access roads within the fire protection area, it shall be the District's responsibility to determine whether they are constructed and the cost for same shall be borne by the District.
18. The parties acknowledge and agree that the air compressor, owned by the District and located within the Lockeport Fire Station, remains the property of the District and the District shall be responsible for any and all maintenance which the air compressor may require.

INDEMNIFICATION

19. Each party, as applicable, will indemnify and hold harmless the other party and its directors, officers, employees, agents and representatives from and against any direct damages, injuries, losses and other liabilities claimed against the indemnitee, and all related costs and expenses, including reasonable legal fees on a solicitor and their own client full indemnity basis, suffered or incurred by the indemnitee in relation to any claims, cause or causes of action, action or actions, suits or proceedings by a third party, which arises from damage to property or injury to or death of persons resulting from the indemnitor's failure to perform its obligations under this agreement, which failure is caused by the negligence or willful act of the indemnitor or any of its directors, officers, employees, agents or representatives, acting within the scope of their authority or employment. The indemnity under this clause will be limited to an amount in proportion to the degree to which the indemnitor or any of its directors, officers, employees, agents or representatives, acting within the scope of their authority or employment, are at fault.
20. The provisions of the above indemnity clause shall survive the expiry or termination of this agreement.

INSURANCE

21. The Town shall, through appropriate insurance coverage as addressed below, protect itself from and against all claims that might arise from anything done or omitted to be done under this agreement by the Town, or by the personnel of the Town, and more specifically, from and against all claims that might arise from anything done or omitted to be done under this agreement where bodily injury, including personal injury, death or property damage, including loss of use thereof, is caused; except where such liability arises out of the negligence of the District or by its officers, employees, agents, assigns, independent contractors and subcontractors.

22. For the purposes of the foregoing and without restricting the generality of that clause, the Town shall maintain in full force and effect during the term of this agreement, at its own expense, a policy of comprehensive general liability insurance, in form and substance acceptable to the District, providing coverage for a limit of not less than five million dollars (\$5,000,000) for each occurrence of a claim of bodily injury, including personal injury, death or property damage, including loss of use thereof, that may arise directly or indirectly from the acts or omissions of the Town, or of the personnel of the Town, under this Agreement.
23. The insurance policy referred to above shall include the following terms:
- a) A clause that adds the District, and its officers, employees, agents, assigns, independent contractors and subcontractors, as additional insureds; limited, however, to the terms of this agreement;
 - b) A cross-liability insurance clause endorsement acceptable to the District;
 - c) A clause requiring the insurer to provide thirty (30) days prior written notice to the District in the manner set forth in the insurance policy in the event of the termination, expiry, variation or non-renewal of the policy;
 - d) A clause which results in the inclusion of coverage for liability arising out of contract or agreement.
24. The Town shall submit to the District proof of the insurance coverage in the form of a certificate and a copy of the relevant portion or portions of the insurance policy incorporating the terms and clauses referred to in this clause.

TERM

25. The term of this agreement is five years, beginning April 1, 2016 until March 31, 2021. It shall renew automatically for an additional five years unless written notice is delivered by one party to the other as noted below.
26. Each party may withdraw from this agreement effective the end of any given fiscal year, provided that written notice has been provided to the other party no less than one year prior to the intended withdrawal date. Upon the expiration of any such notice period, this Agreement shall be of no further force or effect and the District shall pay to the Town, its pro rata share for all services performed to the date of termination.
27. Upon termination of this agreement, all major capital assets become the property of the Town, once the remainder of any outstanding loans are paid by the Town to the District.

GENERAL TERMS

28. This Agreement is at-will and may be modified by mutual consent of authorized officials from the Town and the District. This Agreement shall become effective upon signature by the authorized officials from the Town and the District and will remain in effect until modified or terminated by any one of the partners by mutual consent. In the absence of mutual agreement by the authorized officials from the Town and the District, this Agreement shall end on March 31, 2021.

29. In the event that the parties fail to resolve, amongst themselves, any dispute relating to the provisions of this Agreement, the parties shall seek a settlement of the conflict by the following processes:

- a) First, the parties shall submit their dispute to mediation;
- b) If the parties are unable to reach a mediated agreement, the matter shall be referred to arbitration pursuant to the provisions of the *Commercial Arbitration Act* of the Province of Nova Scotia.

30. For the purpose of service of notice, the address of the Town shall be as follows:

The Clerk Treasurer
26 North Street
PO Box 189
Lockeport, NS
B0T 1L0

For the purpose of service of notice, the address of the District shall be as follows:

The Chief Administrative Officer
136 Hammond Street
PO Box 280
Shelburne, NS
B0T 1W0

31. This Agreement shall be construed and enforced in accordance with the laws of the Province of Nova Scotia and the parties hereto irrevocably attorn to the exclusive jurisdiction of the courts of such Province.

32. In this Agreement the term "year" means the fiscal year, being the period between April 1st to March 31st, as defined in the *Municipal Fiscal Year Act*, 1990, c. 19, s. 1.

33. The invalidity or unenforceability of any provision of this Agreement will not affect the validity or enforceability of any other provision hereof and any such invalid or unenforceable provision will be deemed to be severable.

34. No amendments, waiver or termination of this Agreement will be binding unless executed in writing by the parties to be bound hereby. No waiver of any provision of this Agreement will be deemed or will constitute a waiver of any other provision, nor will any such waiver constitute a continuing waiver unless expressly provided.

35. This Agreement shall ensure to the benefit of and be binding upon the parties hereto and their respective successors and assigns.

36. In the event of a conflict between this agreement and the Municipal Government Act, the latter shall prevail.

IN WITNESS WHEREOF the parties have executed this Agreement on the date first above written.

SIGNED, SEALED AND DELIVERED)

In the presence of:

Louise Dermings

E. Hartley

TOWN OF LOCKEPORT

George R. Hawley
Wayne Y. Young

**MUNICIPALITY OF THE DISTRICT
OF SHELBURNE**

Doreen Payne
Ken Smith

SCHEDULE "A"

5

Fire Protection Services

Circle level of service that will be provided, from the choices under each heading:

Fire Suppression:

Structures:	Full Structural	Defensive/Exterior	N/A
Vehicles:	Defensive/Exterior	N/A	
Fields, Forests and other lands:	Full Response & Effort	Assistance	N/A

Medical Response:

Registered 1st Responder

Service provided by Lockport MFR
Medical Assistance (1st Aid & CPR-C)

N/A

Vehicle & Machinery Rescue:

Technician	Operational (incl Extrication)	Awareness	N/A
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Water Rescue:

Technician	Operational	Awareness	N/A
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Ice Rescue:

Technician	Operational	Awareness	N/A
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Structural Collapse/Confined Space Rescue:

Technician	Operational	Awareness	N/A
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High Angle/Rope Rescue:

Technician	Operational	Awareness	N/A
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Fire Chief

Date

[Signature]

JAN 10 - 2020

FINAL DRAFT SH RIV

(6)

US NATURAL RESOURCES

PID 801-7

JORDAN FALLS

HIGHWAY #3

AAN-0274143

#3 Highway

EAST JORDAN

AAN-04226445

#3 HWY

WEST GREEN HARBOUR

#3 HWY

OSBOURNE HBR.

Rock

MUN. OF SHELBURNE

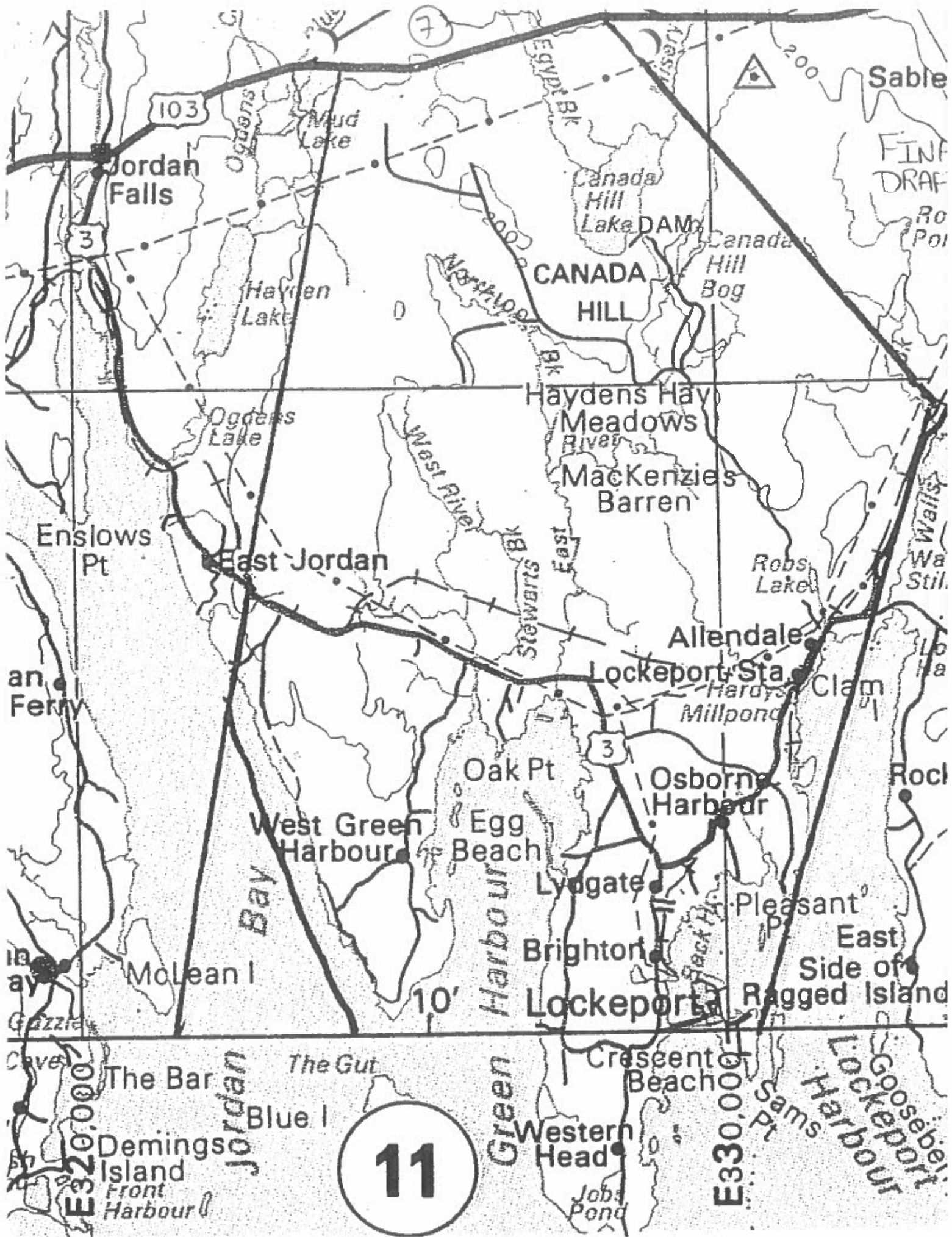
TOWN OF LOCKPORT

Mun. of Shelb.
DISTRICT 6 (Complete)
DISTRICT 7 (PORTION)

Blue Island

WESTERN HEAD

This indicates the District within the municipality of Shelburne under the fire Dept. Jurisdiction.
(Rich Lea P.O. Plans)



Strengthening fire safety and services in Nova Scotia

The vision is that every Nova Scotian has access to reliable, evidence-based fire services, no matter where they live and every firefighter has the training and equipment needed to stay safe while serving their communities.

Why modernization is needed

Nova Scotia's fire services are complex and include more than 280 organizations operating under different laws and administrative systems. This complexity makes coordination difficult.

Recent reviews identified the need for:

- clearer roles and responsibilities
- better coordination across services
- more consistent training and certification

Firefighters are also responding to more complex emergencies, including those related to climate change.

To keep Nova Scotians and firefighters safe, the province is modernizing how fire services are trained, managed and delivered.

In 2025, the province launched a multi-year effort to:

- strengthen governance
- improve training and safety
- ensure services are consistent and sustainable across the province

New legislation: creating a home for fire safety and services in government

Introduced on 23 February 2026, the Support for Fire Protection Services Act creates a coordinated provincial framework for fire safety and services.

It supports a phased, sustainable approach to modernization and reflects recommendations from the Fire Services Association of Nova Scotia (FSANS), including:

- better support for volunteers
- enhanced access to training
- improved fire dispatch standards
- expanded mental health resources

What the Act does

The Act gives the Minister of Emergency Management authority to oversee fire safety and fire protection services and set provincewide standards for:

- fire services
- firefighter training and certification
- personal protective equipment
- support for departments transitioning to a municipal model
- planning, reporting, and delivering fire protection services



Fire departments and commissions not part of a municipal fire service will continue operating as they do now.

Nova Scotia Fire Commissioner

The Act establishes the Office of the Fire Commissioner as a central authority within government.

Role and responsibilities

The Office will provide provincial oversight, coordination and support in three key areas:

- investigations and compliance (building on the existing Office of the Fire Marshal)
- training and certification
- legislation, policy and municipal relations

The Office will also:

- ensure consistent training standards
- oversee standards for personal protective equipment
- support departments interested in transitioning to a municipal model
- coordinate group purchasing for vehicles, equipment and insurance to help reduce costs

Regional and interim training: what's happening now

Nova Scotia is updating firefighter training to improve safety, consistency and readiness for both volunteer and career firefighters.

Interim regional training

While long-term improvements are underway, interim regional training plans are in place to maintain safe, accessible entry-level training.

These plans are guided by the Firefighter Training Advisory Committee (FTAC).

Provincial support

The Department of Emergency Management is supporting regional training by:

- building regional capacity through grants to support local delivery of Level 1 firefighter training
- increasing access to training equipment, including:
 - two mobile burn units
 - four propane fueled training props
- reducing travel costs for municipalities and fire service providers

New first responder and emergency management training facility

The Office of the Fire Commissioner will lead the design, implementation and management of this new facility.

It will serve as a hub within a broader pan-Canadian training network.

The network will:

- build a nationally connected emergency management workforce
- improve interoperability across provinces and territories
- support real-world, experiential learning
- strengthen surge-readiness
- promote consistent emergency management standards across Canada

Facility features include:

- state-of-the-art live fire training facility
- burn building
- mobile burn units
- technical fire suppression spaces

Building capacity for change: what's next

Over the next three years, the province will:

- establish and launch the Office of the Fire Commissioner
- expand province-wide training and strengthen regional capacity
- lead development of the new training facility designed with collaboration and interoperability in mind
- develop new standards and regulations with municipalities, fire service providers and experts
- improve tools, systems and training supports
- support municipalities exploring a new fire service delivery model
- advance recommendations from the Fire Services Association of Nova Scotia

Fire bulletins

Stay up to date on the province's fire services modernization efforts, including training, safety, infrastructure and service improvements across Nova Scotia.

- [Fire Bulletin - September 2026 \(PDF\) \(docs/fire-bulletin-09-2026.pdf\)](#)
- [Fire Bulletin - August 2026 \(PDF\) \(docs/fire-bulletin-08-2026.pdf\)](#)
- [Fire Bulletin - July 2026 \(PDF\) \(docs/fire-bulletin-07-2026.pdf\)](#)

Contact

firemodernization@novascotia.ca (<mailto:firemodernization@novascotia.ca>)

Related legislation

- [Support for Fire Protection Services Act](#)
(<https://nslegislature.ca/sites/default/files/legc/PDFs/annual%20statutes/2026%20Spring/c006.pdf>)

Related information

- [Office of the Fire Marshal \(/government/office-fire-marshal\)](#)
- [Strengthening and Modernizing Fire Services in Nova Scotia \(PDF\) \(docs/modernizing-fire-services.pdf\)](#)
- [Support for Fire Protection Services Act Factsheet \(PDF\) \(/modernized-firefighter-training/docs/support-for-fire-protection-services-act-factsheet.pdf\)](#)
- [Province Invests in Equipment to Strengthen Firefighter Training, Safety](#)
(<https://news.novascotia.ca/en/2026/01/29/province-invests-equipment-strengthen-firefighter-training-safety>)

LIST ON INVOICES ALREADY PAID TO BE PRESENTED AT THE		
OCTOBER 23, 2026 MEETING		
AMALFA, DEREK	MILEAGE FOR SEPT	191.31
ARTHUR J. GALLAGHER	ANNUAL INSURANCE	86,417.75
BELL ALIANT	FIRE DEPT. FOR SEPT	68.85
BELL ALIANT	OFFICES, ELEVATOR, EMO FOR SEPT	170.73
BELL ALIANT	FAX, FIRE HALL KITCHEN, LIBRARY, SEWER, REC. CENTRE AND EMO FOR SEPT	571.85
BELL MOBILITY	STREETS AND GEN. GOV'T FOR SEPT	216.45
BURKE HARRIS TRUCKING	SEPTIC PUMPING AT SEWER PLANT AND ONE PUMP	2,109.00
EASTERN FENCE ERECTORS	INSTALL CUSTOMER SUPPLIED SWINGS (PD BY PLAYPARK)	9,291.00
EASTERN OFFICE SUPPLIES	OFFICE SUPPLIES	145.91
ECKLER	HILTON CHYMIST PENSION FUND	5,928.00
FISKE, JANICE REIMBURSEMENT	TWO PLAYGROUND MATS FOR SWINGS (PD BY PLAYPARK)	316.12
HILLEN, CRAIG	MILEAGE FOR SEPT	223.84
LAMM, CONNIE REIMBURSEMENT	SUPPLIES FOR POP UP GARDEN AND PAINT FOR MYM LOGO ON SIDEWALKS	562.51
LUKE SWIM CARPENTRY	FINISHING UP AT PLAYPARK (PD BY PLAYPARK)	967.00
LYDGATE LOCK STOCK AND BARREL	LIGHT SWITCHES, PLAYPARK MATERIAL (PD BY PLAYPARK), PAINT, SHOVEL, BEACH CENTRE SUPPLIES. THIS INVOICE IS FOR TWO MONTHS	372.73
MBW COURIER	COURIER SERVICE FOR SEPT	175.38
MINISTER OF FINANCE	HAYDEN LAKE WATER UTILITY	1,003.15
MUNICIPALITY OF THE DISTRICT OF SHELburne	C & D SITE - OLD BANDSTAND STEP	22.21
PAYROLL	SEPT 19 - OCT 7	16,704.07
RICKETTS EVT SERVICES	FLOW TEST REDONE FOR FIRE TRUCK	711.08

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SCOTIA BUSINESS CENTRE	ELEVATOR MONITORING, MFR/FIRE DISPATCH FOR OCTOBER	610.13
SURFLINE	REPAIRS TO TWO PUMP CONTROLLERS	3,756.30
TELUS	MEDICAL AND LIFE INSURANCE FOR SEPTEMBER - NO MEDICAL THIS MONTH	86.63
TELUS HEALTH	EAP PROGRAM	51.30
TRI-COUNTY REGIONAL CENTRE FOR EDUCATION	MONTHLY EDUCATION TAX FOR OCT	12,021.20
VINCENT, DAN	ODRC CONTRACT SERVICES JULY 31 - OCT 8	1,500.00
VISA - TOWN CLERK	LEAF BLOWER, STAMPS FOR TAX BILLS, JOINT SERVICES BOARD MEETING LUNCH,	374.37
WORKERS COMPENSATION	OPERATIONS, CONSTRUCTION & MAINTENANCE FOR SEPT	443.85
WORKERS COMPENSATION	FIRE FIGHTERS FOR JULY - SEPT	727.26
WORKERS COMPENSATION	MUNICIPAL OPERATIONS ADMINISTRATIONS FOR SEPT	529.59
WORKERS COMPENSATION	SUB CONTRACTORS FOR JULY - SEPT	1,032.36
XEROX	SERVICE INVOICE	205.58
XTR FOSS NATIONAL LEASING	GAS FOR TOWN OWNED VEHICLES FOR AUGUST	1,124.64
	TOTAL	148,632.15

DRAFT - Town of Lockeport

Municipal Planning Strategy and Land Use Bylaw Updates Proposal

With the impending completion of the Town of Shelburne's Municipal Planning Strategy (MPS) and Land Use Bylaw (LUB), there is an opportunity to use the Town of Shelburne (ToS) recent experience and completed documents, as a template to complete the similar work for the Town of Lockeport (ToL).

The Town of Lockeport's planning documents were first approved in 1977 and significantly revised in 1986. The documents have not been comprehensively reviewed and updated since then. The documents contain references to outdated legislation and process. The MPS and LUB are unlikely to be compliant with the current Municipal Government Act MGA and related regulations.

The Province had previously stated its intent for all municipalities to regularly review their planning documents, including a mandatory 10 year review (MGA s 213). The legislation requiring a review came into force in 2019, and all municipalities must have reviewed and approved planning documents that comply with the MGA by December of 2029 (Minimum Planning Requirements Regulations s 3 (2)).

The preparation for the documents would include a table of policies comparing the ToS and ToL MPS policies and LUB sections (ex. parking, residential zones, setback requirements etc.) The intention is to provide a comparison outlining the differences and rationale for those difference between the documents, in the event the Towns decide to amalgamate.

Conditions

- Town of Shelburne's MPS and LUB are accepted by the Province (expected May 2026)
- The proposed MPS and LUB will be largely based off the Town of Shelburne's
- The Town of Lockeport will undertake the public engagement and retain mapping supports.

Deliverables

- Planning Documents (draft and final draft)
 - Municipal Planning Strategy
 - Land Use Bylaw
 - Subdivision Bylaw
- Policy Table - outlining difference between ToS and ToL documents
- Related Council Reports

Elements not included: Mapping and Public consultation.

Timeline

Date	
April 2027	Report to ToL Council to outline and seek approval to start project
May 2027	Project kickoff + Info Gathering
June 2027	Policy Development & New Draft Documents
June 2028	First drafts complete
July 2028	Initial Council Review
October-December 2028	Public engagement
January 2029	Revisions based on input
May 2029	Final Drafts presented to ToL Council for approval
July 2029	Provincial Approval period ends

Costs

Item	Cost Est.	Notes
Staff Costs	\$36,400	5 hrs/week for 2 years, \$70/hr
Incidentals	\$1,600	Milage, Printing, software, supplies
Total	\$38,000	Over two years

Excludes: Mapping and Public engagement cost.

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June Harding

From: Marcia d'Eon <marcia.deon@municipalityofshelburne.ca>
Sent: October 13, 2026 12:02 PM
To: June Harding
Subject: Please Confirm Repayment for Upgrades & Safety Rails From the Reserve
Attachments: TOL Letter-Upgrades & Safety Rails Repayment.pdf

June,

Please see the attached letter requesting permission to process the repayment for the upgrades and safety rails project from the Shared Services Reserve account.

I require your response by November 6th so that I can bring a report to MDS council at the end of November.

Thank You,

Marcia d'Eon

Director of Operations
Municipality of the District of Shelburne
414 Woodlawn Drive
Shelburne, NS
BOT 1WO
Phone: 902-875-6825
Marcia.deon@municipalityofshelburne.ca

*** My regular office hours are Tuesday through Friday, 8:00 am – 4:30 pm





414 Woodlawn Drive, PO Box 280, Shelburne, NS B0T 1W0 | (902) 875-3544

October 13, 2026

RE: C&D Site Upgrades and Safety Rails – Project Cost Repayment

Dear June,

Following completion of the upgrades and safety rails at the C&D Site, the Municipality is seeking agreement from the Town of Lockeport to pay its share of the project costs from the shared services reserve account which has a current balance of \$307,114.81. The total cost of this project was \$44,055.27.

As outlined in our Inter Municipal Service Agreement cost-sharing, the project costs are allocated as follows:

Municipal unit	Share	Project amount
Town of Lockeport	12.38%	\$5,454.04
Town of Shelburne	23.69%	\$10,436.69
Municipality of Shelburne	63.93%	\$28,164.54
Total	100.00%	\$44,055.27

Your unit's share of \$5,454.04 will be paid from the Shared Services Reserve Account in accordance with the Agreement's cost-sharing breakdown, subject to applicable approvals.

Thank you for your attention to this matter.

Sincerely,

Marcia d'Eon
 Director of Operations
 Municipality of Shelburne
 902-875-6825
 marcia.deon@municipalityofshelburne.ca

NSFM Conference Cost Summary

Total Costs for NSFM	2143
2026/27 Approved Budget	1600
Difference	543

	<i>Derek</i>	<i>Candace</i>
Registration	755	*0
Hotel	700	**200
Meals	129	129
Parking		105
Mileage		***125
Total	1584	559

*Recipient of Ken Simpson Memorial Fund
which waives registration fee

**Recipient of Ken Simpson Memorial
Fund which contributes \$500 towards
travel expenses to be applied to the \$700
hotel cost

***410 km at \$0.60/ km = \$250 However,
actual expected cost is \$125 to be claimed

Policy re: travel/meals allows for \$43/day
Policy re: annual conferences indicates
support with Mayor having first priority

201

**TOWN OF LOCKEPORT
POLICY STATEMENT**

Policy #GG-009

ANNUAL CONFERENCES

**Effective Date:
July 11, 2011**

**Revision Date:
February 15, 2024**

PREAMBLE

The Annual Nova Scotia Federation of Municipalities (NSFM) Conference, usually held in the Fall, and the Annual Spring NSFM Workshop are recognized as valuable opportunities for the sharing of information and networking with elected officials from across the Province.

POLICY OBJECTIVE

The objective of this policy is to provide a procedure, under which the Town of Lockeport will be properly represented at the NSFM Conference and Workshop and also to allow a fair schedule for attendance by the Mayor, Council Members and the Town Clerk/Treasurer.

POLICY

- The Mayor will be given the opportunity to attend both the Annual NSFM Conference, usually held in the Fall, as well as the annual Spring NSFM Workshop.
- Councillors and the Town Clerk/Treasurer will be encouraged to attend either the annual NSFM Conference or the annual NSFM Spring Workshop.
- The Town will budget annually, depending on the years financial capability, sufficient funds to provide for the attendance of the officials outlined in the above two bullets.

Town Clerk/Treasurer's Annotation For Official Policy Book

Date of Notice to Council Members

Of Intent to Consider (7 days minimum): April 6, 2011

Date of Passage of Current Policy: July 11, 2011

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

 July 12, 2011
Town Clerk/Treasurer Date

February 15, 2024
Revision Date:

**TOWN OF LOCKEPORT
POLICY STATEMENT**

Policy #GG-001

TRAVEL

**Effective Date:
July 11, 2005**

**Revision Date:
February 11, 2013
November 19, 2023
January 24, 2025**

Purpose

To establish guidelines for the reimbursement of travel expenses incurred by an employee or Councillor while conducting municipal business away from the Town Offices.

Objectives

The objectives of the Travel Policy will be to:

1. Identify circumstances that dictate travel;
2. Identify travel expenses that will be eligible for reimbursement;
3. Provide authorization to travel; and
4. Procedure to claim travel expenses.

Policy

The Town of Lockeport shall reimburse employees and Councillors for all reasonable and appropriate expenses for travel, meals and accommodation incurred in the course of carrying out their duties and responsibilities and attending courses, seminars and conferences approved by the Town.

Note: When booking a hotel room outside the "Conference Block" we do not get benefit of conference package deals. If a Councillor/Staff chooses to book a hotel room outside the "Conference Block", that individual will be responsible for the additional costs.

The mode of transportation chosen, air or by car, should be that which enables the employee to conveniently meet scheduled appointments, minimizes the amount of working time spent in travelling and is the most cost effective means of transportation.

Travel Expenses Eligible For Reimbursement

*******Receipts are required for reimbursement of all travel expenses unless stated otherwise below.*******

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**TOWN OF LOCKEPORT
POLICY STATEMENT**

Policy #GG-001

TRAVEL

**Effective Date:
July 11, 2005**

**Revision Date:
February 11, 2013
November 19, 2023
January 24, 2025**

Car Travel

Where car travel is indicated as the most suitable mode of transportation, an employee/Councillor may use their own car and be reimbursed at the Provincial rate.

Employees/Councillors are responsible for their own insurance while using their vehicle on Town business. Employees/Councillors choosing to use their own car when air travel is clearly the most cost effective mode, must do so on their own time and will be reimbursed to the maximum of the equivalent economy air fare plus the usual cost of local transit. In these instances, en route meals and motel accommodations are **not** reimbursable.

Employees/Councillors should endeavour to travel in one car when two or more employees/Councillors are scheduled for the same destination at the same time.

All employees/Councillors claiming car travel expense shall provide the Town with a copy of their insurance liability card.

All travel expense claims must be submitted to the Town Office at least once a month if there is an amount to be claimed, and cheques will be issued within seven days. Late claims **WILL NOT be approved for payment.**

Car Rental

Reimbursement will be made for rental of economy type cars at destination. Rental of car requires prior approval of Council.

Air Travel

Employees/Councillors will be reimbursed at the economy fare rate for air travel unless emergency air travel is approved by Council.

Accommodations

Single room accommodation rate will be reimbursed. Double room accommodation rate will be reimbursed if two or more employees or Councillors share the same room.

**TOWN OF LOCKEPORT
POLICY STATEMENT**

Policy #GG-001

TRAVEL

**Effective Date:
July 11, 2005**

**Revision Date:
February 11, 2013
November 19, 2023
January 24, 2025**

Meals

The employee's out-of-pocket costs will be reimbursed for personal meals while travelling on town business. Tips and gratuities, to a maximum of 15% of the meal cost prior to taxes, will be reimbursed (no receipt is required for tips and gratuities). Alcoholic beverages are not eligible for reimbursement.

Meal Allowances:

Breakfast - \$8.00
Lunch - \$15.00
Dinner - \$20.00

Telephone

All telephone expenses for town business purposes will be reimbursed. Reasonable and necessary personal calls occasioned by absence from home will be reimbursed.

Taxi Fares

Taxi or transportation services required to travel to and from accommodation to place of business as well as from airport to accommodation, etc. will be reimbursed. Receipts are not required for fares less than \$10.00.

Parking and Toll Expenses

All parking expenses and bridge/road tolls will be reimbursed by the Town. Receipts for tolls are not required.

REIMBURSEMENT OF TRAVEL EXPENSES

Claims for mileage and meals while attending business meetings shall be submitted using the Town's Expense Claim Form to the Clerk/Treasurer. The places travelled from and to, the reason for the travel, distance travelled and any other related expenses incurred must be reported with all receipts attached.

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**TOWN OF LOCKEPORT
POLICY STATEMENT**

Policy #GG-001

TRAVEL

**Effective Date:
July 11, 2005**

**Revision Date:
February 11, 2013
November 19, 2023
January 24, 2025**

TRAVEL ADVANCES

When the estimated travel, meal and accommodation expense (in respect of courses, seminars or conferences) exceeds \$150.00, an advance of seventy-five (75%) percent of the estimate may be advanced to the employee/Councillor. When the employee/Councillor returns, they must turn in the receipts supporting the expenses to the Clerk/Treasurer. If the actual expenses are less than the advance, the balance must be paid immediately. Expenses greater than the advance will be reimbursed.

When the estimated expense is less than \$150.00, there will be no advance.

Town Clerk/Treasurer's Annotation For Official Policy Book

Date of Passage of Current Policy: February 11, 2013

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


Town Clerk/Treasurer

January 24, 2025
Date

Shelburne County REMO - Travel Budget Allocation

Current-year top-up allocation: \$5,000

The approved annual travel budget increased from **\$1,000** to **\$8,000**. After the \$2,000 adjustment for REMO commencing three months after the start of the fiscal year, the required current-year top-up is **\$5,000**. Of this amount, **20% (\$1,000)** is divided equally among the five municipal units (**\$200 each**). The remaining **80% (\$4,000)** is allocated using the revised municipal percentages under Schedule "C" of the Intermunicipal Agreement.

Municipal Unit	Equal Share (20% Total)	Schedule "C" Percentage	Share of Remaining \$4,000	Total Contribution
Municipality of Barrington	\$200.00	46%	\$1,840.00	\$2,040.00
Town of Shelburne	\$200.00	10.5%	\$420.00	\$620.00
Municipality of the District of Shelburne	\$200.00	36%	\$1,440.00	\$1,640.00
Town of Lockport	\$200.00	3%	\$120.00	\$320.00
Town of Clark's Harbour	\$200.00	4.5%	\$180.00	\$380.00
TOTAL	\$1,000.00	100%	\$4,000.00	\$5,000.00

Budget Calculation	
Original annual travel budget	\$1,000.00
Revised annual travel budget	\$8,000.00
Approved increase	\$7,000.00
Less: 3-month fiscal-year adjustment	(\$2,000.00)
Required current-year top-up	\$5,000.00

Allocation formula: \$1,000 equal-share component + \$4,000 percentage-based component = \$5,000 total current-year top-up.

Public Works Report for October 2026

- Brackets, clamps, and arms on Boardwalk lamp posts. Removed short arms and replaced with longer ones so Veterans Banners will fit. Got long arms off various telephone poles in various locations around town.
- Fixed civic number at playpark and secured porta potty by installing rebar in ground to attach to.
- Mended netting and painted soccer goals
- Picked up mobi mats from beach and stored in cabana
- Repaired toilet in Rec. Centre
- Had Randall down from Surfline to install new pump switch and tow power supplies in station 4 and 5
- Changed 9015 controller in station 4 and 11
- Removed ball check valve (hole in it) and replaced with new one that we already had as spare in station 6
- Dealt with drainage issue and end of John St.
- Put locks on the six entrance gates to ballfield while outfield loam work is being done
- Thigs are on the go to have a pressure assisted water closet at the sewer plant. Water closet has been ordered and just waiting for word on when it will be installed
- Removed and disposed of old debris (door, steps etc.) from old bandstand
- Put shutters on museum and marine annex
- Installed dugout covers - seasonal

Beach Centre Final Report 2026

The 2026 season started off slower than last season but overall the numbers were very similar to those of 2025. We did see a slight increase of visitors from the United States, but overall the majority of visitors have been from Canada, specifically from Nova Scotia.

Stats - 2025

June - 481 Canada; 16 New England; 30 Other US; 17 Overseas - **Total = 544**

July - 410 Canada; 12 New England; 41 Other US; 14 Overseas - **Total = 477**

August - 427 Canada; 31 New England; 22 Other US; 29 Overseas - **Total = 509**

Stats - 2026

June - 288 Canada; 11 New England; 45 Other US; 16 Overseas - **Total = 360**

July - 481 Canada; 31 New England; 41 Other US; 21 Overseas - **Total = 574**

August - 554 Canada; 24 New England; 38 Other US; 34 Overseas - **Total = 650**

Comparison between 2025 and 2026 Stats

2025 = 1530 visitors

(1318 Canada = 86%; 59 New England = 4%; 93 Other US = 6% ; 60 Overseas = 4%)

2026 = 1584 visitors

(1323 Canada = 84%; 66 New England = 4%; 124 Other US = 8%; 71 Overseas = 4%)

Highlights from this season

Beach Toy Library - This was a suggestion from a community member from the previous year who sent us a message on Facebook. The cost to complete this project was very minimal as I was able to repurpose an old shelving unit from inside and all that it needed was some spar varnish to protect from the outside elements. I hand painted the sign to identify the use which was to: play, return, repeat. The Fox & the Hare Daycare donated old toy dump trucks, I put out old beach toys that were left at the Centre and the July 1st Committee donated the leftover sand buckets that we had from our previous celebrations. There were several beach toys that were donated throughout the summer; the beach toy library has a very busy first summer!

Family Beach Bash & Big Beach Bash - Recreation/MYM Committee

These events were put on by the Recreation and MYM Committee and have turned into staple summer events. This year's Beach Bash was again very well attended with hundreds of people. It was nice to have the additional food vendors on site, as well as the Rossignol Surf Shop with rentals. Parking does seem to be an issue, as it is very limited near the Beach Centre. Gabe Buchanan volunteered her time during the Big Beach Bash to help with maintaining the cleanliness of the washroom facilities.

Birds Canada Beach Walk & Cyanotype Workshop

Birds Canada staff did a beach walk & talk about Piping Plovers and an art workshop which 5 people attended. Participants got to gather items from nature on their walk and then create a cyanotype print to take home. It was a very fun event and we even had a guest from the US who attended and was very surprised that it was a free event being offered.

Beach Centre Final Report 2026

Piping Plover Conservation

We had two pairs of Piping Plovers on the beach this year and successfully fledged 3 out of 7 chicks. Dogs off leash continue to be a problem on the beach. Having a beach that is the home to one of our endangered Species at Risk seemed to attract a form of eco-tourism since we had several visitors in this season that were there bird watching or taking photos. It gave us the opportunity for community outreach regarding the Piping Plover population and increased education around the species. Bird Canada has expressed their interest in coming to do a day workshop for next season that would be open to the public. Birds Canada also held their year end volunteer celebration in the upstairs space of the Beach Centre. We keep the symbolic fencing for this program stored in the baby barn annually so that we can get nesting sites marked off as soon as they are identified.

Mobi-mats & Mobi-chair - There were several positive comments regarding the new accessible beach ramp access and the Mobi-mats. We had at least 3 people come into the Centre to express that it was the first time in several years that they were able to access the beach due to mobility issues. The new Mobi-chair was used once on the beach; increased advertising for this should be explored for next season.

Henry Schwind - Barrel Planters

Mr. Schwind offered another barrel planter making class in September which 4 people attended. He is the creator of the two beautiful half blue barrels that we use to display printed material in during the summer. He would like to offer another class in 2027 while he is in Canada.

Duct Tape Boat Races

This event is part of the Lockeport Sea Derby programming. The beach centre was the pick up location for the supplies and registration. This year the Town of Lockeport and Lockeport Pharmachoice sponsored the duct tape for participants. Daniel Williams and I donated the prizes for the event which included a Vernon Deon's giftcard, ice cream certificates to Lock, Stock & Barrel, and gift certificates to Lockeport Pharmachoice. We had 7 participants this year.

Freezies & Snacks for the Public

This is the third summer that we have offered free Mr. Freezies and snacks (and the occasional coffee) to the public. We gave out around 400 jumbo freezies and 150 small freezies this summer. This is something that is a summer favorite for all the children that visit. We continually get feedback regarding having concessions for sale on site throughout the summer.

Other events:

- July 1st Celebrations - Indigenous Day & Multicultural Day
- Harmony Bazaar - Music Camp (4 Days) & Music Around Town
- Big Beach Market - Weekly on Thursday
- Rossignol Surf Shop - Municipality of Shelburne Classes

Beach Centre Final Report 2026

Summer Job Students

This summer there were 3 students hired. Connie Lamm helped with weekly planning of events and brainstorming ideas which took place on Monday mornings at 9am before the centre would open for the day. The students help out with several events throughout the summer which included:

- Community gardens - maintenance
- Washer Toss in the soccer field
- Creating fun social media videos to advertise events
- Seniors karaoke (as part of Harmony Bazaar programming)
- July 1st Set up & Celebrations
- Seniors Picnic
- Family Beach Bash
- Sips & Slides (Our House programming)
- MYM games at Big Beach Market
- Family karaoke

We had a great group of students this summer who all got along with each other and had fun working together. The two staff that were hired by the Harmony Bazaar also worked out of the Beach Centre and helped out with some of the day to day operations as well. Although it is great to be able to have all the energy of the summer staff on site it must be acknowledged that the Beach Centre is not a large space and it is a lot of extra work that needs to go into planning recreation events while also maintaining the workload that is expected from the day to day operations of the visitors centre. A suggestion would be for the recreation committee to take on the supervision of the recreation summer staff which would include the planning of activities and also find a more appropriate location for them to be stationed daily. An idea for next season would be to create different week-long camps with a certain focus and required registration since the pop up events were not well attended but do take time and effort to prepare for.

Some ideas for camps could be:

- Bike Camp - which already takes place
- Beach Camp - base it off of the ideas used in 2025
- Basketball Camp
- Soccer Camp
- Arts Camp - crafts
- Music Camp - Harmony Bazaar
- Theatre Camp
- Collaborate with Our House and build on some of their ideas for this area

Repairs

There are several items in need of repair at the beach centre, varying in urgency as some is to do with the overall appearance of the space. I have included photos of some of the areas of concern which include:

- Windows - there seems to be some water issue around some of the upstairs windows and this summer we had an alarming amount of flying ants that emerged during a hot

Beach Centre Final Report 2026

day in September. The large front window in the foyer seems to have a broken seal which Woodworkers came down to measure when they also measured the broken window in the cabana.

- Fascia boards - the front section above the main entrance foyer is missing, as well as the top peak of the upstairs (parking lot side)
- Roof - there is quite a moss growth on the roof, unsure of the effect on the shingles
- Doors - the doors are showing their age and the effects of the salt water. They are very rusted overall and within the door case. Rust paint was applied to the white section around the main door last year but the rust has already come through again. These need some extensive work to be fixed correctly.

The well was cleaned by Dan Denis this summer and Connie Lamm submitted water tests. It was good to hear that the water quality is better than previously expected.

Luke Swim, under the direction of the Town Clerk, stopped by the Beach Centre to see what repairs were needed including the windows which he contacted Woodworkers Home Hardware about and arranged to have them looked at and measured to provide an estimate (not sure if quotes were ever submitted). We also discussed some options to improve the shower and change room facilities to make them more accessible, which would require some of the cupboards/counter tops inside of the cabana to be removed. We looked at the water damage around the windows upstairs, and the door to the front deck (in the old Historical Society office) which has a large gap at the base where the door is missing the bottom/sweep and the door sill needs to be reinstalled.

Considerations for Next Year (2027)

Crescent Beach Centre Sign Refresh

Gabe Buchanan suggested that we paint the front Crescent Beach Centre sign which would be a nice touch to update the appearance. There is moss and lichen growth on the sign which would have to be pressure washed off first. It would also improve the look of the building to have the white vinyl siding pressure washed as well.

The Traveling Print Shop - August 2027

Nicole Schlosser, who resides in the Little Harbour, reached out regarding a printmaking workshop and artist talk that she was in the process of applying for through the Canada Council for the Arts to take place in August 2027. She felt the Beach Centre would be a great venue for the event and asked if we could provide support for the event which included using the space as an in-kind donation, help with advertising in our area, and a letter of support for her application. It was discussed with the Town Clerk in regards to providing the space as an in-kind donation prior to writing the letter of support. I did write a letter of support (attached) and will be in touch with Nicole once more details are confirmed. I think this is a great event that will potentially be hosted in our community.

Beach Centre Final Report 2026

Peace Hut

The Peace Hunt which was previously located at Seacaps Playpark is now located between the boardwalk section and the baby barn. We have had some interest in having bike rentals available on site, which could potentially aid with the storage of bikes. It could be used as a shaded sitting area/picnic area for humans and dogs. It is open to suggestions.

Cabana

Currently the cabana is being used as a storage facility for several items (chairs, folding tables, MYM equipment, Mobi-chair, Mobi-mats, etc.). Before we opened for the season I spent a great amount of time disposing of any garbage in the space to open it up for a storage option since that is something we are lacking in the Beach Centre. The Big Beach Market utilized it to store their items this summer but it became very congested very quickly. It is still recommended that some of the cupboards and counter tops be ripped out to increase space and help in the planning of any upgrades that could potentially happen to the showers/change rooms in the future.

Revenue Opportunities

Similar to what the Municipalities of Shelburne and Barrington already do, it would be a potential revenue generator to create Lockeport merchandise to sell on site which could include: T-shirts, sweaters, hats, magnets, bumper stickers, keychains, and mugs. These suggestions are based on some of the items that visitors ask about or are looking for when in the area. If the Town purchased their own square reader for the gift shop it would create easier transactions. At the TIANS end of year meet and greet in Shelburne, we heard from Suzy Atwood, who works at the Barrington VIC, about the revenue generated from the sale of frozen lobster meat which is from a nearby processor in Clark's Harbour. This is potentially something we could also do at the beach centre and maybe some of our local lobster processors would be interested in collaborating. Seafood is one of the items that Sou-west Nova is known for and can be a driving factor for tourists if they know they can purchase it on site.

Museum Space

The previous Historical Society office is still in the working stages of displaying some of the more delicate items that were on display in the Little School Museum. This will be a priority project prior to next year's opening. There are several items that need to be removed from this room currently to make space. It would also be recommended to update the window coverings to protect any museum items that would be on display.

Baby Barn

I was unable to find the time to organize and clean out the baby barn this season. This will be a priority for next season to help increase storage space on site for items such as the Mobi-mats, Mobi-chair, etc. There is one more of the photo stand-ins inside of the baby barn which is a black and white display that is of two beach goers wearing old time bathing suits. It would be great to find a location to install this for visitors photo opportunities.

Beach Centre Final Report 2026

Yearly Considerations

- Henry Schwind - Barrel Planter Class
- Local Artisan Gift Shop

Little School Museum

I spent my final week at the Little School Museum packing up some of the more sensitive museum items that are not properly stored on site. Under the direction of the Town Clerk I was able to purchase 6 storage containers (~\$88) to pack up the smaller items located outside of the display cabinets. I made lists of all the items that were packed in each container and they are placed in the containers with the items (lists attached).

I have taken down all the pictures since there were some that had fallen off the walls during the winter and the glass had broken, so this was done as a preventative move to reduce any further damage. The floors were swept and vacuumed and I wiped down all the shelves and display cabinets.

Recommendations/Ideas

- There are several great old photographs of Lockeport that could create a great display wall in council chambers/hallway. All would need new picture frames
- Build on creating a museum space at Beach Centre for smaller artifacts and Maggie Hupman's clothing
- Recreate/curate the museum space at Little School for all the larger artifacts still there as well as the remaining ones from the Marine Annex
- For the 2027 season there is a set day each week that the museum is open for the public to view. Students or volunteers could monitor it during the open hours

September 18th, 2026

Subject: Support for the project "*The traveling print shop*/L'imprimerie ambulante."

To whom it may concern,

The Lockeport Crescent Beach Visitor Centre, along with the help of the Town of Lockeport, would like to express our genuine support for the Engramme artist-run center's funding request for a grant through the Canada Council for the Arts under the "Outreach" category for the project "*The traveling print shop*".

We strongly believe in Engramme's expertise and potential to bring this project to fruition. This collaborative opportunity fits very well with our current projects at the Centre, which include wildlife interpretation displays specific to our shoreline and marine life, various local art which is highlighted in our Local Artisan Gift Shop, musical events to support the Harmony Bazaar and local musical artists, as well as displays and past art pieces that focus on the significance of our local fishing industry while also remembering the community members that have been lost at sea throughout the years in this industry.

As part of this project, we can offer assistance in recruiting participants for the artist talk and workshop through advertising on our facebook pages, word of mouth advertising with locals and visitors to the area and also providing an indoor space for both the artist talks and workshop to take place.

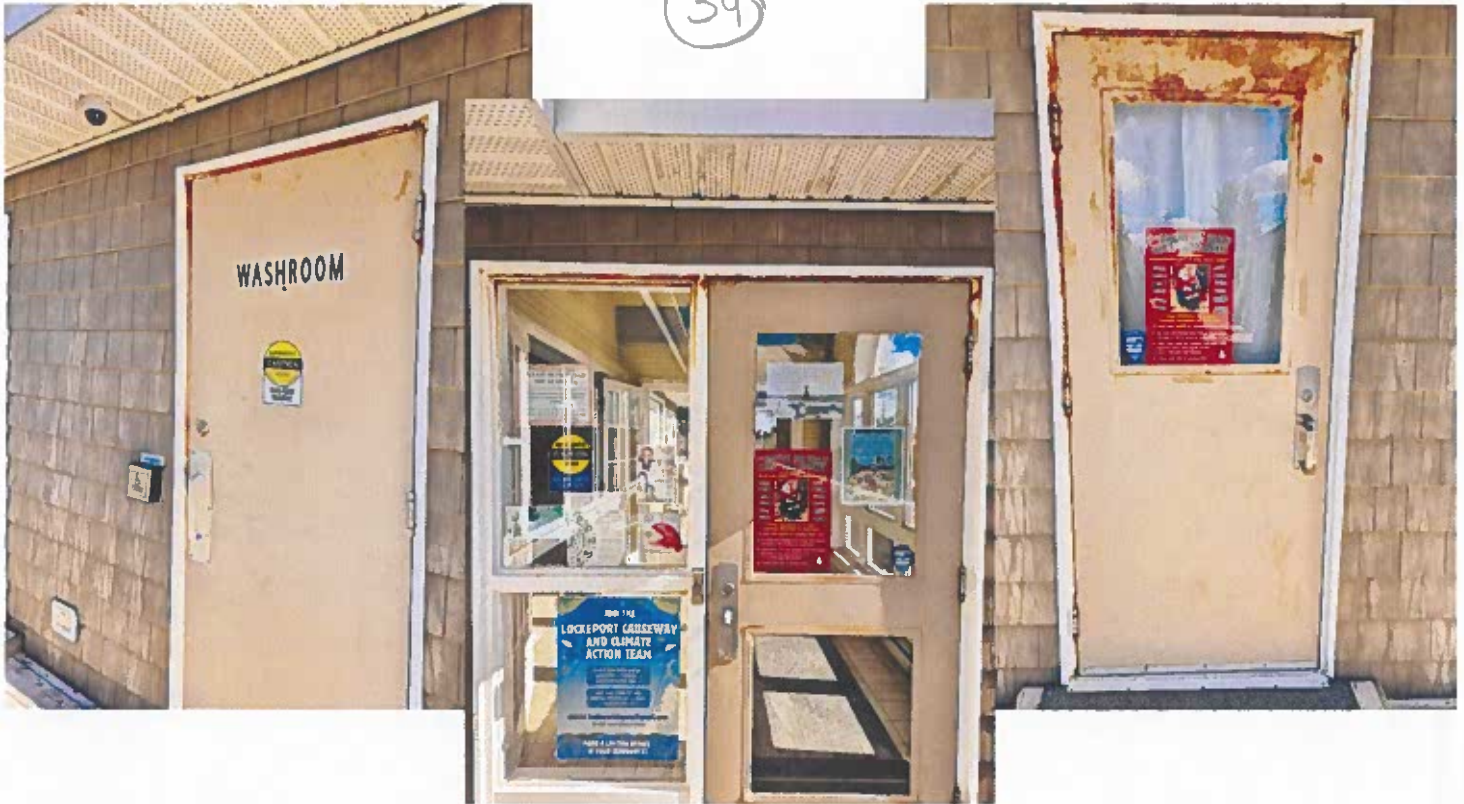
We will be offering the use of the space as an in-kind donation towards this workshop which we would estimate that the monetary value for this exchange of services would be approximately \$200.

Sincerely,

Emily Swim

Emily Swim
Manager of Lockeport Crescent Beach Centre

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Rust on all the doors and door trims
*4 doors to access the centre
*2 washroom doors



35



Missing fascia boards on the front section of the foyer roof & parking lot side of roof





There is excess moss and lichen growth on the roof that can be seen from the upstairs windows. Recommendation for pressure washing vinyl siding, window cases and beach centre sign.

Scrape the roof section to not damage the shingles?



(37)



Recommendation to pressure wash the sign and repaint for next season.

38



Recommendation to remove the blinds in the office and purchase sheer curtains similar to the other office

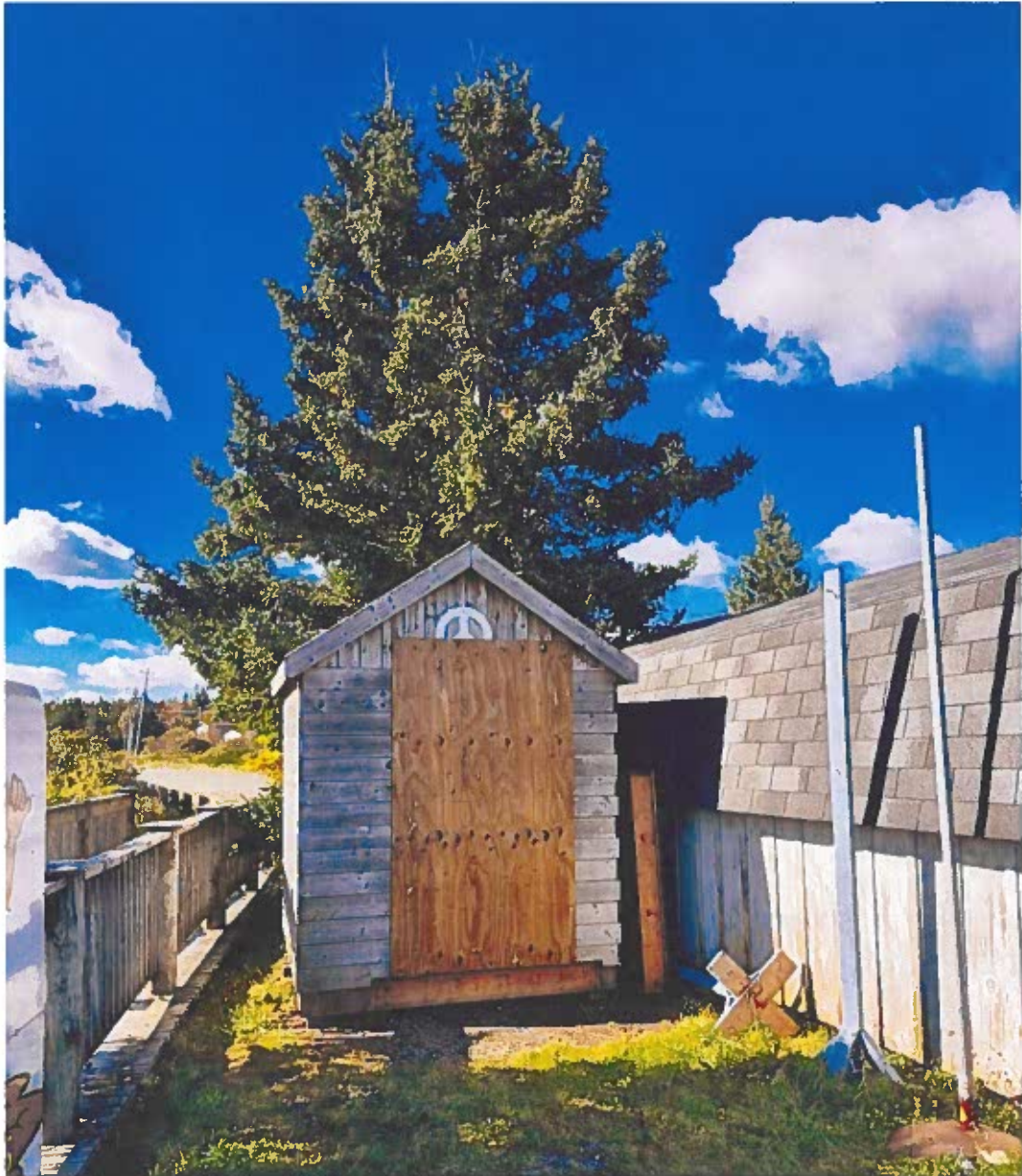


39



Recommendation to remove the old oil tank since the furnance is no longer in use

403



The Peace Hut from the Seacaps Playpark is now located between the boardwalk section and the baby barn.

Potential for bike rentals, shaded picnic area, open for suggestions!

413

Tote #1

List of the generations of Captain Johnathon Locke
Baskets(3) - 2 are Mi'kmaq nesting baskets
Blue sash with British markings
Shadow box with Police Chief memorabilia
Fire Shutdown Scrapbook (Binder) by Arthur Nash
Mi'kmaq wicker cradle
Wooden Butter Paddles(4) & bowl
Lockeport Souvenir Picture Booklet
Chopping Bowl - Ruth Doleman
T.C. Lockwood Brass WW1 plaque
Candy Dish - Ruth Doleman
T.C. Lockwood Autograph Book
Pencil Sharpener
Charles Stuart - Private Radio Receiving Station License
Large Brass School Bell - 1880
Smaller Brass School Bell - 1872
Glass Ink Well
Metal Lunch Pail
Crumber - Farberware
Aluminum Tray & Silver Napkin Ring
Telephone Directory - 1938
Enos Locke's copy of 'The Primer' - 1790
Pictures
Framed Letter
Decorative Metal Plates(2)
Glass Picture Print in box
H. Allenson Card Holder
Police Inspector Badge (placed inside card holder above)
Embroidered Pillow Cases
Hankies (in box)

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Tote #2 - Clothing

July 1st Cape

Maggie Hupman

- Dress - made & designed by M.H.
- Black Patent Shoes
- Red Slippers
- Black Purse
- Burgundy Velvet Purse
- Hand Fan
- Leather Gloves

Black Lace Dress

Flower Girl Dress - Seaboyer Wedding

Child's Front Button Coat

Ladies Hat

Evening Cloak with Ostrich Feathers

Pointed Toe front lace Boots(2) - Lydia Smith

Black Boots

Hat

Ostrich Feather(1)

43

Tote #3 - Clothing

Hat Box

Maggie Hupman Hats(8)

Large Porcelain Doll

Union Jack Flag

Unofficial Canadian Flag

Tote #4

Metal Pitcher - Floral details
 Frank Huskins Top Hat
 T.C. Lockwood Doctor's Bag
 Milk Pitcher
 Veggie Chopper
 Baking Tin - 12 space muffin tin
 Knife Sharpener
 Corkscrew
 Hair Waver
 Curling Iron
 Bread Pan
 Metal Tea Kettle
 Keys(2)
 Chopping Blade
 Washing (Metal) Mitt
 Ivory Crochet Hook
 Hot Plate Mat - made by Maggie Hupman
 Maggie Hupman's Hand Mirror
 Red Rotary Phone
 Mint Cutter
 Pie Crimper
 Button Hooks(3)
 Auger
 Melon Baller
 Metal Pitcher
 Flat Iron(3 pieces)
 Wooden Mallet
 Spoon Mould
 Discus
 Spiral Notebook - 1972/73 visitors to museum
 Diamond Jubilee Notebook
 Lace Doily
 Seashell Doily(2)
 Children's Skates
 King George Sargent Major Cane
 Squid Jig
 Hook with Wooden Handle
 Shelburne Gazette - June 3rd, 1926
 Photo - Harriet Conrad with her Doll

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**ADMINISTRATION REPORT
COUNCIL MEETING
OCTOBER 23, 2026**

BUILDING PERMITS ISSUED 2026/2027 FISCAL YEAR

To date, there have been four (4) building permits issued for the 2026/2027 fiscal year.

TAX COLLECTIONS

As of October 19, 2026, *taxes owed are as follows:*

2023 & prior = \$42,270.89
2024 = \$24,138.82
2025 = \$53,132.53
2026 = \$492,566.88
Total taxes are \$612,109.12

The total outstanding taxes on the Lockeport Welding gear shed account is \$873.10. The total outstanding taxes on the Lockeport Welding building is \$27,451.72. I am still working with a lady from DFO to try to get this all worked out.

Reports

RFP for Realtor services – The submission deadline has passed with no realtors submitting anything. Council please advise on further action.

We now have a foot care clinic and a Massage Therapist taking appointments at our Medical Centre.

We attended a lovely service on October 14, 2026 at the Cenotaph, to honor the work that President Dave Holdaway and the Royal Canadian Legion Branch 80 members have completed at the Cenotaph site.

SeaCaps Playpark

The play park is almost complete.

Respectfully Submitted by:

June Harding-Town Clerk/Treasurer
Town of Lockeport

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Quotation

847 Central Street
Centreville, NB E7K 2E8
Phone (800) 561-0012 Fax (506) 276-3648

DATE **October 9, 2026**
Quotation # **E-Lockeport, NS-0001**
Fire Dept. **Lockeport Fire Department**

Quotation To:
Town of Lockeport
26 North Street
Lockeport, NS B0T 1L0

Quotation valid until: November 8, 2026
Prepared by: Gordon Green
COO

Quotation on: 1 Metalfab Fire Department Pumper
Mounted on an International Chassis

Description	AMOUNT
International HV607 2 door chassis	\$ 188,500.00
Metalfab side mount Pumper body and equipment	\$ 460,500.00
Total	\$ 649,000.00

Terms:

Payment for Chassis shall be Net 10 days, Body and Equipment shall be COD.
Delivery of Completed unit approximately 16 months - Depending on Possible supply chain issues.
Delivery to Purchaser's Location is Included.
Pricing is valid for 30 days, then subject to change without notice.
All Taxes are Extra.
Pricing is in Canadian Funds.

Plus Tax

Note:

Please note that Local, Provincial, or Federal legislated changes (Tariffs) or rules and modifications to NFPA or UL-C standards are excluded from the pricing reflected in this quote, bid, or proposal. These potential increases could arise at any time over the entire term of this contract and therefore will include all years. Any changes under any circumstances as stated previously will be priced in accordance with our published prices and policies at that time.

Force Majeure: Due to the worldwide COVID pandemic, the Town shall accommodate alteration to the completion schedule without penalty, should COVID, or other factors outside the control of the OEM manufacturer, delay completion. The delivery days above have been quoted as per current expected operating conditions, any delays or impacts due to COVID and its effects on the economy and labour force are not accounted for in the delivery days as quoted. Current commercial chassis delivery and order timelines are subject to change per the chassis OEM manufacturer. Should the chassis OEM alter or change the pricing or timeline, the project price and terms shall be adjusted.

Submitted by:

Gordon Green

October 9, 2026
Date

COO
Title

Accepted by:

Lockeport Fire Department

Date

Title

THANK YOU FOR YOUR BUSINESS!



CONTACT INFORMATION FORM

To allow us to serve you properly we would ask for you to fill out the following information. This will allow us to ensure that we have the correct mailing address and contact for each aspect of the manufacture of your new fire apparatus.

Technical Contact

This contact will be used for any questions that may come up during the build of your new fire apparatus. This will also be the contact to which all information regarding the build, Shop Orders, Change Orders, etc, will be sent.

Billing Name	
Contact Name	
Home Phone Number	
Work Phone Number	
Cell Phone Number	
Fax Number	
Email Address	
Street Address	
City	
Province/State	
Postal/Zip Code	
Preferred Method of Contact	

Financial Contact

This contact will be used for any questions that may come up during the build of your new fire apparatus concerning the financial side of the purchase. This will also be the contact that will receive all invoices involved with the unit.

Billing Name	
Contact Name	
Home Phone Number	
Work Phone Number	
Cell Phone Number	
Fax Number	
Email Address	
Street Address	
City	
Province/State	
Postal/Zip Code	
Preferred Method of Contact	



MARKETING RELEASE FORM

Metalfab LTD is a Manufacturer of Custom Engineered & Designed Fire Apparatus. Every truck that Metalfab builds can be different from the next unit. Metalfab LTD is extremely proud of this fact and we use photos of completed trucks, as well as photos of particular options, in our marketing endeavours to promote this aspect of our company. Metalfab LTD's Marketing Materials may consist of the use of Social Media (Facebook, Twitter, YouTube, Instagram, and others), Corporate Website, Newsletters, Brochures, Trade Show Displays, etc.

Metalfab LTD also respects the privacy of each of our customers. We realize that in some situations the customer may not want their Fire Apparatus promoted in all or some of our Marketing Materials. For this reason, we ask that the following items be reviewed, marked as to your acceptance or non-acceptance, and then signed by the purchasing authority.

Please note that if acceptance is not given for the use of photos of your Fire Apparatus for marketing purposes, photos of your unit or options included on your unit may be used for marketing purposes but there will not be any reference to the owner of the particular unit.

ITEM	ACCEPTANCE	
Announcement of the order with Metalfab LTD	☐ YES	☐ NO
In process photos of the unit during the manufacturing process	☐ YES	☐ NO
Photos during plant visits by your department	☐ YES	☐ NO
Photos of the finished Fire Apparatus	☐ YES	☐ NO
Announcement of the delivery of your Metalfab Fire Apparatus	☐ YES	☐ NO
Photos during delivery/orientation of your Metalfab Fire Apparatus	☐ YES	☐ NO

Purchaser's Notes or Comments:

Accepted by: _____
#REF!

_____ Date

_____ Title

THANK YOU FOR YOUR BUSINESS!

TOWN OF LOCKEPORT

COMMUNITY STEWARDSHIP AGREEMENT

Between the Town of Lockeport (the "Town") and the Community Group

Property/Asset	
Location	
Effective Date	

1. Purpose

This agreement sets out how the Town and Community Group will work together to care for, maintain, and improve the municipal property or asset identified above. It supports community involvement while protecting Town property and public access.

2. Ownership and Public Use

The property and Town-owned assets remain the property of the Town. This agreement does not give the Community Group ownership, tenancy, or exclusive control. Unless the Town approves otherwise, the property remains open for public use. The Community Group may not restrict public access or represent the property as its own.

3. Term and Changes

The agreement begins on _____ and continues until _____. It will be reviewed at least once a year and may be renewed by mutual agreement. Administrative updates to Schedule A may be approved by the Town Clerk. Changes that add responsibilities, approve new types of work, change the use of the property, or create a financial obligation for the Town require Council approval.

4. Town Responsibilities

The Town is responsible for the activities assigned to it in Schedule A. Unless otherwise agreed, the Town will handle work requiring specialized equipment, licences, permits, professional qualifications, major repairs, municipal infrastructure work, or work that volunteers cannot safely perform. Town work is subject to available resources, budgets, and priorities. This agreement does not commit the Town to unapproved spending.

5. Community Group Responsibilities

The Community Group is responsible only for the work listed for it in Schedule A. It will perform the work safely, protect Town property, ensure volunteers understand what they are authorized to do, report hazards or damage promptly, obtain required approvals, and keep the Town informed of significant issues. The Group is not required to take on unassigned work or costs.

6. Approval of Work

Work must be classified in Schedule A as:

- Pre-Authorized – may be done without further approval.
- Staff Approval – requires written approval from the Town Clerk before work begins.
- Council Approval – required for major changes, changes in use, financial commitments by the Town, or work outside staff authority.

Any work not listed in Schedule A requires Town approval before it begins.

7. Improvements, Funding and Assets

The Community Group may propose improvements, fundraise, accept donations, and seek grants, but funding does not authorize work on Town property. All work requires the approval set out above. Any funding application that creates a financial or other commitment for the Town must be approved before submission. Approved permanent improvements, equipment, or donated assets

accepted for public use on Town property become Town property unless otherwise agreed. Town ownership does not automatically make the Town responsible for future maintenance or replacement.

8. Contractors, Safety and Insurance

The Community Group must obtain the required approval before hiring contractors or arranging specialized work. Licensed, permitted, or specialized work must be completed by qualified persons. The Group may not direct Town employees or contractors. Volunteers must work safely, stop when a serious safety concern exists, and report hazards, injuries, or damage. The Town may stop or suspend unsafe or damaging activities. Any insurance requirements will be listed in Schedule A.

9. Communication and Review

Each party will name a primary contact. Approval requests, maintenance concerns, and safety issues should go through the designated contacts. The agreement and Schedule A will be reviewed at least annually.

10. Ending the Agreement

Either party may request changes at any time. Either party may end the agreement with 30 days' written notice. The Town may immediately suspend activities for a serious safety concern, unauthorized work, significant property damage, or serious breach. Ending the agreement does not affect Town ownership or control of the property.

11. No Authority to Act for the Town

The Community Group is an independent community partner. It may not act for the Town, enter contracts, make financial commitments, incur expenses, or make statements on behalf of the Town without prior written approval. The Group and its volunteers are not Town employees, partners, or agents.

12. Resolving Concerns

The parties will make reasonable efforts to resolve concerns through their designated contacts. Unresolved matters may be referred to Council for direction.

SCHEDULE A – ASSET STEWARDSHIP PLAN

Property/Asset	
Location	
Purpose	Describe the Group's role.
Special Conditions	List any special conditions, or write "None."

Responsibilities

Activity	Responsible Party	Approval Level
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Town Contact

June Harding, Town Clerk/Treasurer
 Phone: 902-656-2216
 Email: townoflockeport@ns.sympatico.ca

Signatures

By signing below, both parties agree to this agreement and Schedule A.

Town of Lockeport	Community Group
Name/Position: June Harding, Town Clerk/Treasurer	Name/Position:
Signature: _____	Signature: _____
Date: _____	Date: _____

(51)

June Harding

From: Jason LaGreca <jlagreca@shelburneremo.ca>
Sent: October 20, 2026 1:22 PM
To: June Harding; Sarah Mattatall; Jennifer Jones
Subject: Request for Letter of Support – Shelburne County Ground Search and Rescue Funding Application

Good afternoon,

I am reaching out to request a Letter of Support from each of our municipal partners for the Shelburne County Ground Search and Rescue Team (formerly Barrington Ground Search and Rescue).

The team is preparing an application to the Regional Emergency Services Provider Fund to assist with the purchase and outfitting of a multi-purpose equipment, logistics, and responder rehabilitation trailer.

This trailer would be a valuable regional asset, significantly improving the team's ability to transport, organize, and deploy essential search and rescue equipment during missing person operations. It would also provide a dedicated rehabilitation area where responders can rest, rehydrate, and receive support during prolonged or physically demanding operations.

Beyond traditional Ground Search and Rescue activities, the trailer would strengthen Shelburne County's overall emergency preparedness and response capabilities. During large-scale emergencies, it could provide logistical and operational support to the Shelburne County Regional Emergency Management Organization (REMO) and other responding agencies.

Importantly, the benefits of this investment would extend beyond Shelburne County. As a deployable regional resource, the trailer could support mutual aid operations and emergency responses throughout Nova Scotia, improving interoperability, resource sharing, and the overall capacity of emergency service organizations to respond effectively to major incidents.

The funding application requires a signed Letter of Support from each partner organization. Letters must be signed by an authorized representative, such as a CAO or Municipal Clerk.

To meet the application requirements, each letter should address the following:

1. Support for the proposed project – Express the municipality's support for the purchase and outfitting of the multi-purpose logistics and rehabilitation trailer.
2. Benefits to the community and region – Highlight how this resource would improve missing person search and rescue operations, responder safety, emergency preparedness, and large-scale emergency response capabilities within Shelburne County and across Nova Scotia.
3. Regional coordination and collaboration – Acknowledge the municipality's participation in regional emergency management through Shelburne County REMO and the importance of collaboration and resource sharing among municipalities, Ground Search and Rescue teams, and other emergency service providers.
4. Future commitments, where applicable – Identify any anticipated operational, maintenance, or financial commitments associated with the project. Where no such commitments are being made, the

letter should clearly indicate that the municipality's support does not represent an additional financial obligation.

The Shelburne County Ground Search and Rescue Team is an important volunteer emergency response partner, and this project represents an opportunity to strengthen both local response capabilities and the broader provincial emergency management system.

I would greatly appreciate your municipality's support for this initiative. If possible, please provide a signed Letter of Support on municipal letterhead for inclusion in the funding application by October 23rd, 2026

Thank you for your continued support of regional emergency management and the dedicated volunteers who serve our communities.

If you have any questions or concerns, please do not hesitate to contact me.

Sincerely,



Jason LaGreca

**Regional Emergency Management Coordinator
Shelburne County Regional Emergency Management Organization**

jlagreca@shelburneremo.ca

Direct Line: 902-903-0490

Office: 902-637-2015 Ext. 225

2447 Highway 3

PO Box 100

Barrington, N.S., B0W 1E0



**Municipal Affairs
Office of the Minister**

PO Box 216, Halifax, Nova Scotia, Canada B3J 2M4 • Telephone 902 424-5550 Fax 902 424-0581 • novascotia.ca

October 2, 2026

Juanita Spencer
Chief Executive Officer
Nova Scotia Federation of Municipalities
Via Email: jspencer@nsfm.ca

Dear Juanita Spencer:

On September 18, 2026, the *Service Efficiency Act* and the *Public Safety Act* received Royal Assent in the Nova Scotia Legislature. Both Acts include amendments to the *Municipal Government Act*, *Halifax Regional Municipality Charter*, the *Halifax Regional Municipality Charter, Respecting Housing*, and the *Peggy's Cove Commission Act*.

Service Efficiency Act

Clauses 17 and 27-31 of the Act amend the *Halifax Regional Municipality Charter* and the *Municipal Government Act* to remove annual provincial registration for municipal auditors and require municipalities and villages to appoint auditors authorized to practise under the *Chartered Professional Accountants Act*. The changes will take effect at a later date by proclamation.

Clauses 18 and 19 of the Act amend the *Halifax Regional Municipality Charter, Respecting Housing*, to extend the expiry date for the temporary exemptions from referrals of Halifax Regional Municipality (HRM) planning matters to advisory committees and community councils from November 25, 2026, to November 25, 2029.

Schedule B of the Act enacts the *Peggy's Cove Commission Dissolution Act*, which dissolves the *Peggy's Cove Commission Act* and transfers responsibility for the Peggy's Cove Preservation Area to HRM under the *Halifax Regional Municipality Charter*. These changes are intended to modernize governance, integrate land use planning within HRM's professional municipal planning framework, and maintain the protection of Peggy's Cove's unique scenic beauty, character and cultural heritage. These provisions will come into force on a later date by proclamation.

Public Safety Act

Clauses 13 and 25 of the Act amend the *Halifax Regional Municipality Charter* and *Municipal Government Act* to protect emergency helicopter flight paths. These changes aim to protect safe, reliable access to emergency hospital care while providing clarity about future growth for developers. The changes will take effect at a later date by proclamation.

Juanita Spencer
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The amendments, as passed, can be found in:

- subsection 46(1) of the *Halifax Regional Municipality Charter*, subsections 42(1), 256(1), 445(1), 445(2), 451(1), and section 457 of the *Municipal Government Act*;
- subsections 13(2) and 14(2) of *An Act to Amend Chapter 39 of the Acts of 2008, the Halifax Regional Municipality Charter, Respecting Housing*;
- the *Peggy's Cove Commission Act*; and
- subsection 229E of the *Halifax Regional Municipality Charter* and subsection 214E of the *Municipal Government Act*.

I want to thank you for your continued support for growth and taking bold steps together to meet the changing needs of municipalities.

If you have any questions about these amendments, please contact Elizabeth Kennedy, Executive Director of Policy, Planning and Sector Relations, at elizabeth.kennedy@novascotia.ca or (902) 225-4707.

Sincerely,



Honourable John A. MacDonald
Minister of Municipal Affairs

c: Elizabeth Kennedy, Executive Director of Policy, Planning and Sector Relations, DMA

/kz

September 28, 2026

Subject: Provincial Coordination Centre Renamed to Provincial Emergency Operations Centre (PEOC)

Dear Municipal and Sector Partners:

The Department of Emergency Management (DEM) is pleased to advise that the **Provincial Coordination Centre (PCC)** has been renamed the **Provincial Emergency Operations Centre (PEOC)**. This change reflects an important step in advancing a modern and interoperable emergency management system for Nova Scotia and aligns our terminology with that used by the majority of jurisdictions across Canada.

The Provincial Emergency Operations Centre serves as Nova Scotia's central point for provincial emergency coordination, situational awareness, information sharing, and resource support during emergencies and significant incidents. The Centre brings together government departments, municipalities, Indigenous communities, emergency response agencies, critical infrastructure operators, and other partners to facilitate a coordinated and effective response when provincial support is required.

The adoption of the term **Provincial Emergency Operations Centre (PEOC)** provides greater consistency with nationally recognized emergency management standards and terminology. This common language enhances interoperability, strengthens coordination among jurisdictions and organizations, and promotes a shared understanding of emergency management roles and processes during complex events.

Please note that this is a change in name only. The mandate, authorities, operational functions, activation processes, and points of contact associated with the Centre remain unchanged. Partners should continue to engage with the Centre through established channels and procedures. References to the Provincial Coordination Centre (PCC) in plans, agreements, procedures, and other documentation should be updated to Provincial Emergency Operations Centre (PEOC) as documents are reviewed and revised through normal business processes.

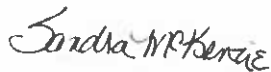
This transition coincides with the Province's continued investment in strengthening emergency management capabilities, including enhanced provincial situational awareness and 24 hours a day, seven days a week staffed PEOC. These efforts are intended to support a coordinated, whole-of-government and whole-of-society approach to preparedness, response, and recovery across Nova Scotia.

The Department of Emergency Management greatly values the strong partnerships we maintain with municipalities, provincial departments, Indigenous governments and organizations, emergency response agencies, critical infrastructure owners and operators, and private-sector partners. Your ongoing collaboration is essential to ensuring the safety, resilience, and well-being of Nova Scotians.

Should you require additional information regarding this change, please contact the Department of Emergency Management.

Thank you for your continued partnership and commitment to emergency preparedness and public safety.

Yours sincerely,

A handwritten signature in cursive script that reads "Sandra McKenzie".

Sandra McKenzie
Deputy Minister
Emergency Management