**TOWN OF LOCKEPORT**
**COUNCIL MEETING**
**FRIDAY OCTOBER 23, 2026**
**MINUTES**

**PRESENT: MAYOR DEREK AMALFA, DEPUTY MAYOR CRAIG HILLEN, COUNCILLOR CANDACE MALIK, COUNCILLOR ANNA CHETWYND, COUNCILLOR KEVIN CHETWYND, TOWN CLERK/TREASURER JUNE HARDING, PUBLIC WORKS SUPERVISOR KEVIN SNOW, VIC MANAGER EMILY SWIM AND RECORDING SECRETARY JILL CASSIBO.**

1. **Call to order**

The meeting was called to order at 1:02 p.m.

2. **Silence Electronic Devices**

All devices were silenced at this time.

3. **Approval of Agenda, including additions or deletions**

**10-23-26-01**

**It was duly moved and seconded that Council approve the agenda for the October 23, 2026, meeting as presented. Motion Passed**

4. **Conflict of Interest**

Mayor Amalfa and Councillor Malik declared a conflict of interest for the NSFM Conference under Finance. Councillor K. Chetwynd declared a conflict of interest for the quote for the fire truck under staff reports.

5. **Approval of Minutes**

- Regular Council Meeting Minutes October 9, 2026

**10-23-26-02**

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**It was duly moved and seconded that Council approve the Minutes from the Regular Council Meeting of October 9, 2026. Motion Passed**

## 6. Business arising from Previous Minutes

There was no business from the 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
Strengthening Fire Safety and Services in Nova Scotia

Jenn Bell, Administrator of Protective Services for the Municipality of the District of Shelburne and Warren MacLeod, CAO for the Municipality of the District of Shelburne did a presentation about the modernization for volunteer fire departments across Nova Scotia. Bill 186 was passed through legislation initiating the training, and the condition of the fire equipment. Ms. Bell would like to collaborate with the volunteer fire department to bring it up to provincial standards. Ms. Bell has offered her advice and support to Lockeport (at no cost) in the transition and compliance with Bill 186. Currently there is no agreement with the Medical First Responders and the Municipality of the District of Shelburne, and it was noted that they are not registered with joint stocks as a separate entity. Deputy Mayor Hillen commented that Council still cannot find out why the MFR and fire department split, when it happened and was it approved by Council. Ms. Bell went on to say that the province is striving to get all records into one system for the volunteer fire departments.
Mayor Amalfa thanked Jennifer Bell and Warren MacLeod for their presentation.

## 8. Finance

- List of invoices already paid in the amount of $148,632.15.

There were no questions regarding the invoices already paid.

- Town of Lockeport Municipal Planning Strategy and Land Use Bylaw Updates Proposal

**10-23-26-03**

**It was duly moved and seconded that Council approve acceptance of the proposal submitted by Michael Khan, Planner for the Town of Shelburne, and to budget $19,000.00 per year for 2027/2028 and 2028/2029, to have the Town of Lockeport Municipal Planning Strategy and Land Use Bylaw Updated. Motion Passed**

- 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

Councillor A. Chetwynd asked if this was a budgeted item, which Ms. Harding stated that it was not a budgeted item. Councillor K. Chetwynd asked why it was costing $44,055.27. This is the cost for the upgrades and safety rails. Ms. Harding will ask for a detailed explanation.

**10-23-26-04**

**It was duly moved and seconded that Council approve payment of the upgrades and safety rails at the C&D site project to be paid from the Shared Services Reserve account, as presented. Motion Passed**

- 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

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

**10-23-26-05**

**It was duly moved and seconded that Council approve spending an extra $543.00 to allow Councillor Malik to attend the NSFM Conference in Halifax in November 2026. Motion Passed**

- Shelburne County REMO – Travel Budget Allocation increase

Mayor Amalfa spoke about how the costs have risen so the budget was changed, as it was not enough to cover the travel expenses. Councillor A. Chetwynd asked how many times REMO is coming to Lockeport? Jason LaGreca, REMO, Coordinator replied that he has budgeted to

come two times per week, as his farthest place to travel to. He will not always be coming here two times per week but due to his area that he covers, he could be going to other counties.

**10-23-26-06**

**It was duly moved and seconded that Council approve the Shelburne County REMO Travel Budget increase for 2026/2027 at an additional cost of $320.00 to the Town of Lockeport. Motion Passed**

**9. Staff Reports**

- Public Works report

Councill Malik had several questions for Kevin Snow, Public Works Supervisor. Ms. Harding asked Mr. Snow to get a quote of a new pumping station, so that we can begin to plan for replacements of one or two a year depending on cost.

- VIC Manager's Report

Emily Swim started out by saying, one major issue at the Beach Centre is parking, there is not enough room and when people park on both sides of the road, it is hard to get an emergency vehicle passed them. Councillor A. Chetwynd indicated that there was a lot of information for this meeting and, in the interest of time, asked that it be sent to the finance committee for a full review. Councillor Malik appreciated the detail and suggested people parking elsewhere and having Sou'West Nova provide transportation to events. Ms. Swim's report will be discussed at the finance Committee meeting November 20.

- Administration Report

Ms. Harding asked Council if she should repost the RFP for a realtor. Ms. Harding stated that she has received interest from one person. Ms. Harding also shared that the Town of Lockeport is getting closer to closing the overdue account for Lockeport Welding.

**10-23-26-07**

**It was duly moved and seconded that Council direct Ms. Harding to repost the RFP for relator services. Motion Passed**

- Quotation for new Fire truck (submitted by Fire Chief Wayne Chetwynd)

Ms. Harding will determine what the Municipality of the District of Shelburne's portion would be for a new truck from the quote submitted by Fire Chief Chetwynd. This would be included in

the new Fire Services agreement between the Town of Lockeport and the Municipality of the District of Shelburne. Currently $259,000.00 is still owing on the 2021 truck. Council would need to explore taking on another debenture. This issue will be added to the Finance meeting.

## 10. Other Business

- Community Stewardship Agreement

Councillor Malik suggested changes to the wording in the agreement.

**10-23-26-08**

**It was duly moved and seconded that Council approve the Town of Lockport Community Stewardship Agreement with the suggested amendments. Motion Passed.**

- Request for letter of support – Shelburne County Ground Search and Rescue Funding application.

Ms. Harding stated that this is only a letter of support, there is no financial contribution being requested.

**10-23-26-09**

**It was duly moved and seconded that Council agree to have Mayor Amalfa provide a letter of support for Shelburne County Ground Search and Rescue Unit. Motion Passed**

## 11. Correspondence

There is nothing under correspondence.

## 12. Information Only

- Amendments to the Municipal Government Act
- EMO Provincial Coordination Centre renamed to Provincial Emergency Operations Centre.

## 13. Date of next meeting

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

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## 14. "In Camera"

There is nothing for "In Camera."

## 15. Adjournment

**10-23-26-10**

There being no further business, **it was duly moved and seconded that the meeting be adjourned. Time 2:47 p.m. Motion Passed**

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**Mayor Derek Amalfa** **Town Clerk/Treasurer June Harding**