

**TOWN OF LOCKEPORT
REGULAR COUNCIL MEETING
MONDAY, FEBRUARY 11, 2013 AT 7:00 P.M.
MINUTES**

PRESENT: MAYOR DARIAN HUSKILSON, DEPUTY MAYOR ALONZO TOWNSEND, COUNCILLOR ERROL LEIGH WILLIAMS, COUNCILLOR DAYLE ESHELBY AND COUNCILLOR JOANN SWIMM

Call to order

The Regular Council Meeting of Monday, February 11, 2013 was called to order by Mayor Huskilson at 7:00 p.m.

Approval of Agenda

02-11-13-01

It was moved by Councillor Williams and seconded by Deputy Mayor Townsend that the agenda be approved with the addition of the annual CEO/CAO Forum under "Other Business".

Motion Passed

Approval of previous minutes

- *Regular Council Meeting, Monday, January 14, 2013*

02-11-13-02

It was moved by Councillor Williams and seconded by Councillor Swimm that the minutes of the Regular Council Meeting of Monday, January 14, 2013 be approved as distributed.

Motion Passed

Presentations - There were no presentations this evening.

Recommendations from Other Committees

- *Economic Development/Planning Advisory Committee*

02-11-13-03

It was moved by Councillor Williams and seconded by Deputy Mayor Townsend that as recommended by the Economic Development/Planning Advisory Committee, it be identified within the Municipal Climate Change Action Plan that it is Council's intention to acquire the services of a consultant to further investigate the current and future status of the water supply within the Town of Lockeport and determine options available and recommendations to address the situation.

Motion Passed

02-11-13-04

It was moved by Councillor Swimm and seconded by Councillor Eshelby that as recommended by the Economic Development/Planning Advisory Committee, Council approve the formation of a sub-committee of the Lockeport Economic Development/Planning Advisory Committee consisting of Becky Williams, Sue Crosby, Maryanne Turner, Elizabeth Pooley, Ulrich Johannes and Councillor Joann Swimm with the mandate to organize a “Market In The Park” program at the Seacaps Park. The Community Coordinator will be instructed to work with the Committee as a Resource Person.

Motion Passed

- *Recreation Committee*

02-11-13-05

It was moved by Councillor Williams and seconded by Councillor Swimm that as recommended by the Recreation Committee, Council endorse the following five proposed events for the 2013 Lockeport & Area July 1st Celebrations:

- 1) The Hupman Brothers band at a cost of \$2,000 to entertain at the “Lockeport Rocks” concert on June 28, 2013.**
- 2) Parade theme to be “Come Home-Look Back”**
- 3) The band “One Meter Up” to perform as the opening act for the “Lockeport Rocks” concert at a cost of \$400.**
- 4) The band “Heavy Water” to perform in a waterfront concert on July 1 at a cost of \$400.**
- 5) DJ Danny Atwell to entertain at the Family Field Dance on July 1 at a cost of \$150.**

Motion Passed

02-11-13-06

It was moved by Deputy Mayor Townsend and seconded by Councillor Swimm that as recommended by the Recreation Committee, the Recreation Committee be authorized to proceed with the publication of a Community Newsletter.

Motion Passed

Finance – There was nothing to discuss this evening.

Other Business

- *Well Agreement request from Vicki Huskilson*

Mayor Huskilson declared a “Conflict of Interest” at this time and removed himself from the Council Meeting. Deputy Mayor Townsend proceeded as Chair.

There was discussion pertaining to a request submitted to Council by Vicki Huskilson regarding permission to connect to the well which is located on property owned by the Town of Lockeport on the corner of North and Spruce Streets. Mrs. Huskilson is proposing establishing a variety of businesses in the building she recently purchased on Spruce Street and there is no well available on that property. There is already a line running from the Town owned well to Mrs. Huskilson’s property, which was installed by former owners, before the property containing the well was owned by the Town of Lockeport.

Mrs. Huskilson is proposing that the Town enter into a Well Agreement with her enabling her to secure a water supply for her business.

The Town Clerk/Treasurer obtained information from Anthony Shand of the Nova Scotia Department of Environment regarding this request. Mr. Shand advised that if there is a written agreement in place between the Town and Vicki Huskilson, releasing the Town of any responsibility for the quality and quantity of the water from this well and that Vicki would be responsible for all monitoring and testing if required, the DOE would have no issue with the Town providing the permission. He advised that our Lawyer should be involved in the wording of the agreement. If the businesses proposed by Vicki meet the DOE's definition pertaining to public water supply, the onus is completely on her to ensure the proper monitoring and testing is completed.

The Town Clerk/Treasurer pointed out to Council that the request from Vicki is referencing potable water as is the letter of support from Laura MacKenzie and it is not guaranteed that the well in question contains potable water and this will have to be determined and identified within the proposed Well Agreement should Council decide to approve this request.

Deputy Mayor Townsend suggested that if there was such an agreement formulated, within the content it should be identified possible issues such as the sale of the Town owned property or the sale of Mrs. Huskilson's property, etc.

02-11-13-07

It was moved by Councillor Eshelby and seconded by Councillor Swimm that the Town of Lockeport enter into a Well Agreement with Vicki Huskilson allowing her to connect to the well located on Town owned property at the corner of North and Spruce Streets. The Town Clerk/Treasurer is to work with Mrs. Huskilson in determining the content of the agreement to be approved by Council and the proposed agreement be presented to the Town's Solicitor for review prior to Council's final approval.

Motion Passed

Mayor Huskilson returned to the meeting at this time and resumed as chair.

- *Request from the Lockeport Firefighters Association Re: Parking Lot*

A letter was received from the Lockeport Fire Fighters Association requesting that Council give consideration to paving the parking area to the south of the Fire Station.

02-11-13-08

It was moved by Deputy Mayor Townsend and seconded by Councillor Williams that the Town Clerk/Treasurer obtain a quote for paving the parking area to the south of the Fire Station and research funding possibilities for this project and include this project in possible future project proposals submitted to funding partners.

Motion Passed

- *Request from the Lockeport Firefighters Association Re: Water Supply*

A letter was received from the Lockeport Fire Fighters Association requesting that Council give consideration to having the Fire Station connected to the Provincial Hayden Lake water supply system.

02-11-13-09

It was moved by Deputy Mayor Townsend and seconded by Councillor Eshelby that the Town Clerk/Treasurer obtain a quote for connecting the fire hall to the Provincial Hayden Lake water system and to research funding possibilities for this project and include this project in possible future project proposals submitted to funding partners.

Motion Passed

- *Amendment to Lockeport Travel Policy #GG-001*

There had been discussion at the previous Council Meeting pertaining to proposed changes to the Lockeport Travel Policy #GG-001. The discussion pertained to the time frame for submitting expense claims.

02-11-13-10

It was moved by Deputy Mayor Townsend and seconded by Councillor Williams that the Town of Lockeport Travel Policy #GG-001 be amended on page 2 of 4, paragraph 5 under “Car Travel” to read “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 be presented to Council for approval before cheques will be issued”.

Motion Passed

There was further discussion regarding setting a maximum gratuity to be reimbursed under the Meals section of this policy, keeping in line with the policy of the Province of Nova Scotia.

02-11-13-11

It was moved by Councillor Swimm and seconded by Councillor Eshelby that the Town of Lockeport Travel Policy #GG-001 be amended on page 3 of 4, paragraph 1 under “Meals” to read “The employee’s reasonable 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”.

Motion Passed

- *Regional Enterprise Networks*

Mayor Huskison and the Town Clerk/Treasurer have been attending recent meetings regarding the formation of replacement Economic Development agencies designed by a commission working on behalf of the Province of Nova Scotia. Mayor Huskison gave details regarding the proposed structure for the Regional Enterprise Networks (REN); what it could cost the Town to participate; and how we will be negatively viewed by the Province if we decide not to participate.

Deputy Mayor Townsend stated that it is important to work together now to ensure we get fair consideration and recognition through the organization process.

The UNSM is requesting that each Municipal Unit appoint a representative to an REN Liaison Committee. This person would serve as a conduit between each Council and CAOs and Clerk/Treasurers, expressing the concerns and suggestions of Council and informing Council of the discussions at the committee.

02-11-13-12

It was moved by Councillor Williams and seconded by Deputy Mayor Townsend that Council appoint Mayor Huskison to represent the Town of Lockeport on the REN Liaison Committee and that the Town Clerk/Treasurer be approved to attend the meetings as well.
Motion Passed

- *LED Streetlight decision-making tool and workshop*

There was discussion regarding the implementation of an LED Streetlight program that is being enforced by the Province of Nova Scotia. The UNSM have applied for funding from the Department of Energy to develop a decision-making tool to analyze the cost implications to Municipal Units for purchasing street lights. When the tool is available to municipalities a workshop to demonstrate the use of the tool will be arranged.

02-11-13-13

It was moved by Councillor Williams and seconded by Deputy Mayor Townsend that the Town Clerk/Treasurer be authorized to attend the proposed workshop to demonstrate the decision-making tool for analyzing the cost of purchasing street lights.
Motion Passed

- *Joint Services in Shelburne County*

Council has received a letter from the Municipality of the District of Barrington regarding the continuation of two programs currently provided by the five Municipal Units within Shelburne County. The first being the Tourism Coordinator position and the second being the Senior Services Coordinator position.

02-11-13-14

It was moved by Councillor Eshelby and seconded by Deputy Mayor Townsend that Council indicate to the Municipality of the District of Barrington that Council is interested in the continuation of, and participating in the Tourism Coordinator program and the Senior Services Coordinator program and that Council also suggests that a meeting of the five Municipal Units to discuss the future of the programs be arranged.

Motion Passed

- *Visioning and Strategic Planning*

There was a discussion regarding Council's intentions of meeting to discuss visioning and strategic planning for the Town. It was suggested that the Business Association may want to meet with the Economic Development/Planning Advisory Committee to have a discussion on possibilities for the Town.

02-11-13-15

It was moved by Councillor Eshelby and seconded by Councillor Swimm that the Town Clerk/Treasurer arrange a meeting between the Lockeport Economic Development/Planning Advisory Committee and the Business Association to discuss visioning and strategic planning for the Town of Lockeport.

Motion Passed

- *Facebook*

The internet "Social Media" platform called Facebook has become a tool used by many to keep in touch with friends, family, business and community around the world. It has been suggested that the Town of Lockeport may want to establish a Facebook page to keep the public informed as to the happenings within the Town. Mayor Huskison suggested that an emergency events page may be a possibility to get information out to the public during an event. It was pointed out that the Community Coordinator currently has a Facebook page where upcoming events are posted. It was also pointed out that there is a means to allow comments to be seen only by the administrator of the account which would address many concerns the Council had with regards to the content for public viewing. There was much debate pertaining to the pros and cons of a Municipal Unit having the resources required for updating and monitoring the content. Councillor Eshelby and Councillor Swimm stated that at the orientation session they attended in Truro for new Councillors there was a session dedicated to the use of social media, Facebook in particular and how it could be utilized by Municipal Units as an information tool.

02-11-13-16

It was moved by Councillor Eshelby and seconded by Councillor Swimm that the Town Clerk/Treasurer, Councillor Eshelby and Councillor Swimm work together to obtain information on the possibility of developing a Facebook page for the Town of Lockeport, obtain information from other Municipal Units on the pros and cons they have experienced and determine if any staff have the necessary time involved in maintaining such a project.

Motion Passed

- *CEO/CAO Forum*

Information has been received regarding the annual CEO/CAO Forum scheduled for April 18th and 19th, 2013 in Truro. The facilitator this year is Gordon McIntosh. Mayor Huskilson reported to Council that the sessions attended by himself and the Town Clerk/Treasurer in the past that were facilitated by Mr. McIntosh have proven to be very beneficial to the Town.

02-11-13-17

It was moved by Deputy Mayor Townsend and seconded by Councillor Williams that Mayor Huskilson and the Town Clerk/Treasurer be approved to attend the CEO/CAO Forum scheduled for April 18th and 19th, 2013 in Truro.

Motion Passed

Council Reports

- *Deputy Mayor Alonzo Townsend*

- Roseway Hospital Charitable Foundation (Attached as schedule "A")
- Roseway Manor Finance Committee Meeting (Attached as schedule "B")

- *Councillor Dayle Eshelby*

- Women's Action Alliance for Change Nova Scotia

Councillor Eshelby did not have anything to report on this issue, as she did not receive the information that she was expecting to receive.

- *Councillor Joann Swimm*

- Councillor Swimm reported to Council on a meeting that she, Mayor Huskilson, Mary Anne Turner and Charlene Williams held regarding the feral cats in Lockeport. Mayor Huskilson is to make contact with the SPCA to determine if help is available through that agency. There are others interested in lending support to the committee. There is a need for a long term plan that fits the needs of the Town of Lockeport.

- *Mayor Huskilson*

- Mayor Huskilson reported to Council of a vehicle that was seen driving over the dunes and down on the beach. He felt that because of the lack of active members within the Shelburne RCMP Detachment, it was necessary for him to do some of the investigative work to identify who was responsible for this activity. The individual has been identified but the Mayor is not sure what action is being taken by the RCMP. The Mayor stated that he understands that the individual is being fined under the Protected Beaches Act.
- Mayor Huskilson gave a report on the recent snow storm that brought everything to a halt this past weekend. There were very high winds, high tides and quite a snow event as well. Mayor Huskilson stated his concerns regarding the fact that not all Council members could be contacted during the event.

There was a discussion regarding the need for the Lockeport EMO Committee to come together for some refreshing on procedures, getting the new Council

Members informed as to what procedures, equipment and processes are already in place as well as what is expected of Council and staff in the event of an emergency. The Town Clerk/Treasurer will organize a meeting for the Lockeport EMO Committee and will invite Don Bower, the Shelburne County East Emergency Measures Organization Coordinator to attend. The meeting will be arranged to be held at the Fire Hall.

Correspondence

02-11-13-18

It was moved by Deputy Mayor Townsend and seconded by Councillor Williams that Council approve acceptance of the correspondence.

Motion Passed

- Email from the UNSM Re: Lobbying to secure a long-term infrastructure plan
- Letter from Stephen McNeil, M.L.A. and Leader of the Opposition Re: New Electoral Boundaries
- Letter from Brian Holland, Clerk/Treasurer of the Municipality of the District of Barrington Re: Municipal Property Taxation
- Letter of appreciation from Robert Legere, Chair of the Roseway Hospital Charitable Foundation

Date of next meeting

- *Regular Council Meeting - Monday, March 11, 2013*

Adjournment

There being no further business, **It was moved by Councillor Swimm and seconded by Councillor Eshelby that the meeting be adjourned. Time 8:54 p.m.**

**Darian Huskison,
Mayor**

**Joyce Young,
Town Clerk/Treasurer**

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