

**TOWN OF LOCKEPORT
REGULAR COUNCIL MEETING
MONDAY, MARCH 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 was called to order by Mayor Huskilson at 7:00 p.m.

Approval of Agenda

03-11-13-01

It was moved Councillor Williams and seconded by Deputy Mayor Townsend that the agenda be approved with the addition of the Provincial Forests Act under Other Business.

Motion Passed

Approval of previous minutes

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

03-11-13-02

It was moved by Councillor Williams and seconded by Councillor Swimm that the minutes of the Regular Council meeting of Monday, February 11, 2013 be approved as distributed.

Motion Passed

Recommendations from Other Committees

- *Committee of the Whole, February 25, 2013*

- *Newsletter as an insert with the tax bills*

03-11-13-03

It was moved by Councillor Eshelby and seconded by Councillor Williams that as recommended by the Committee of the Whole, Council take the initiative of providing information for, and the creation of a newsletter to be distributed as an insert to the two tax billings that are issued annually.

Motion Passed

- *MCCAP Coordinator to attend LED Streetlight Workshop*

03-11-13-04

It was moved by Councillor Eshelby and seconded by Councillor Williams that as recommended by the Committee of the Whole, the Municipal Climate Change Action Plan Coordinator be approved to attend the LED Streetlight workshop in Halifax on March 20, 2013 as well as the Town Clerk/Treasurer.

Motion Passed

- *List of bills already paid in the amount of \$126,081.86*

03-11-13-05

It was moved by Councillor Eshelby and seconded by Councillor Williams that as recommended by the Committee of the Whole, the list of bills already paid in the amount of \$126,081.86 be approved.

Motion Passed

- *List of bills to be paid in the amount of \$6960.00*

03-11-13-06

It was moved by Councillor Eshelby and seconded by Councillor Williams that as recommended by the Committee of the Whole, the list of bills to be paid in the amount of \$6,960.00 be approved.

Motion Passed

- *Recreation, March 4, 2013*

- *2013 Provincial Volunteer Awards representative- Dawn DeMings-Taylor*

03-11-13-07

It was moved by Councillor Williams and seconded by Councillor Swimm that as recommended by the Lockeport Recreation Committee, Dawn DeMings-Taylor be named as the Town's 2013 representative at the Provincial Volunteer Awards.

Motion Passed

- *Nomination for Provincial Family Volunteer Award – Barb, Wayne and Tim Cooper*

03-11-13-08

It was moved by Councillor Eshelby and seconded by Councillor Williams that as recommended by the Lockeport Recreation Committee, the family of Barb, Wayne and Tim Cooper be submitted by the Recreation Committee as a nomination for the Provincial Family Volunteer Award.

Motion Passed

- *Market in the Park Committee, March 7, 2013*

The "Market in the Park" Committee, which is a sub Committee of the Lockeport Economic Development/Planning Advisory Committee met and formulated a set of documents to be utilized by the Committee for the upcoming program.

"Market in the Park" Terms of Reference (Attached as "Schedule "A")

03-11-13-09

It was moved by Councillor Swimm and seconded by Councillor Eshelby that Council approve the Terms of Reference for the Market in the Park program as submitted by the Market in the Park Committee.

Motion Passed

"Market in the Park" Application/Agreement/Waiver (Attached as Schedule "B")

03-11-13-10

It was moved by Councillor Williams and seconded by Deputy Mayor Townsend that Council approve the Application/Agreement/Waiver for use in the Market in the Park program as submitted by the Market in the Park Committee.

Motion Passed

Other Business

- *Professional Development/Team Building*

There have been several discussions over the past four months pertaining to a Professional Development/Team Building exercise for all Council and the Clerk/Treasurer to take part in. There have also been discussions regarding the desire to keep the cost of such an exercise down to a minimum. Council discussed different options with the main focus being the need to schedule future, on-going sessions at a local private venue for Team Building purposes. It is the consensus of Council that this exercise will build on Council's ability to provide effective leadership for the Community.

03-11-13-11

It was moved by Deputy Mayor Townsend and seconded by Councillor Williams that Council schedule a day to travel to Halifax as a group for a Professional Development/Team Building exercise as well as schedule future sessions to be held periodically at a local venue to continue this exercise.

Motion Passed

- *Committee of the Whole Policy*

Deputy Mayor Townsend provided notice to Council that he wishes to revisit the Committee of the Whole Policy at the next Committee of the Whole meeting, scheduled for Monday, March 25, 2013 to address the meeting schedule.

- 70th Anniversary of the "Battle of the Atlantic"

Council received a request from Barbara Childs, Canada Remembers Advisor, regarding the possibility of the Town of Lockeport giving consideration to marking this year's anniversary of the "Battle of the Atlantic" by organizing an activity, event or ceremony between April 27 and May 11, 2013. Focus is on the Town of Lockeport because of the Canadian ship named in honour of the Town which was in service during the Battle of the Atlantic. Council members were asked to present their ideas at the next Committee of the Whole Meeting with their planned participation in the organization of their proposed event.

- *Project requiring Street Closure re: Baptist Church*

An upcoming maintenance project at the United Baptist Church on the corner of Hall and Spruce Streets will require a section of Spruce Street being closed to traffic. The exact date is not known at this time; it depends on the scheduling of the equipment and the weather.

03-11-13-12

It was moved by Councillor Williams and seconded by Deputy Mayor Townsend that Council authorize the Town Clerk/Treasurer to close the section of Spruce Street between Hall and North Streets as required for conducting a maintenance project on the United Baptist Church.

Motion Passed

- *EMO Business Continuity Plan*

A presentation was originally conducted by the EMO Coordinator, Don Bower, back in August of 2012. A decision was not made at that time as to whether or not the Town of Lockeport would be participating in a proposed joint EMO Business Continuity Plan. There is a Lockeport EMO meeting scheduled for tomorrow and this item will be discussed with the EMO Coordinator at that time.

- *Region of Queens Solid Waste Management Facility Fees – Information purposes only*

- *Shelburne County Tourism Association Meeting*

An invitation was received from Shannon VanBuskirk, President of the Shelburne County Tourism Association to all Council and the Clerk Treasurer to attend a meeting on April 11, 2013 in the Municipality of Barrington Court Room. The purpose of the meeting is to inform the Municipal Units within Shelburne County of what has been happening with Tourism in our County over the past year as well as determining the Municipal Unit's participation over the next five years.

03-11-13-13

It was moved by Councillor Williams and seconded by Councillor Swimm that Councillor Eshelby, as well as other members of Council available, be approved to attend the Tourism meeting to be held in Barrington on April 11, 2013.

Motion Passed

- *UNSM Membership input request*

Council's opinion has been requested by the UNSM on two issues, One being the 2012 Municipal Elections process and the second being when to hold the UNSM Annual Conference in an Election Year. Councillors are to provide their input directly to the UNSM.

- *REN information session*

The UNSM have scheduled a meeting in Halifax for March 26, from 11:30 a.m. to 3:00 p.m. for the appointed Liaison Committee representatives and the Clerk/Treasurers or CAOs to discuss the proposed Regional Enterprise Networks. This is an opportunity to discuss the questions and comments heard at the REN information sessions and to hear what the Nova Scotia Department of Economic Development comments are pertaining to the concerns and comments of the Municipal Units.

03-11-13-14

It was moved by Deputy Mayor Townsend and seconded by Councillor Swimm that Mayor Huskison and the Clerk/Treasurer, Joyce Young, be approved to attend the UNSM session to be held on March 26 in Halifax pertaining to the Regional Enterprise Networks.

Motion Passed

- *Senior Services in Lockeport*

In light of the fact that there has been recent comments regarding the lack of the Senior Services program visibility within the Town of Lockeport, the Clerk/Treasurer spoke with the Coordinator to establish a plan for the program to be encouraged to be more visible and have a presence in Town. The Clerk/Treasurer offered the Coordinator space in the Medical Centre for use by the program on Fridays. The space is available every Friday at this time and the discussion was regarding beginning with twice a month, and moving on from there.

03-11-13-15

It was moved by Deputy Mayor Townsend and seconded by Councillor Eshelby that the Senior Services Program be authorized to utilize space in the Lockeport Medical Centre to conduct their program activities.

Motion Passed

- *Highway 103 upgrading Committee Host*

A letter was received from Mayor Don Downe indicating the Region of Queens discontinuing their role as host community for the Highway 103 Upgrading Committee. Mayor Downe is requesting Council to consider taking on this role.

03-11-13-16

It was moved by Deputy Mayor Townsend and seconded by Councillor Williams that Council of the Town of Lockeport inform Mayor Downe that it is Council's intention to continue participation in the Highway 103 Upgrading Committee, however Council is not interested in taking on the role of Host Community for the Committee.

Motion Passed

- MEMO from Councillor Eshelby :

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- *Church Street Cemetery*

Councillor Eshelby reported to Council that she had been invited to attend an I.O.D.E. meeting and was asked to provide Council with a list of concerns they have pertaining to the cemetery on Church Street. The list included several items they would like to see addressed.

03-11-13-17

It was moved by Councillor Eshelby and seconded by Councillor Swimm that a public meeting be arranged to discuss future maintenance projects for cemeteries within the Town of Lockeport.

Motion Passed

- *Dalhousie Spring Workshop*

There was discussion pertaining to an upcoming workshop being conducted by Dalhousie University focusing on Strategic Planning for Municipalities and Developing the Municipal Team. The discussion involved concerns that Council had as to whether or not the timing, due to budget issues, the cost involved and the fact that it would only be beneficial to the Town if all Council members were able to participate, not just one. It was suggested that the UNSM be encouraged to incorporate such a training exercise within the Spring Workshop schedule. It was also suggested that in future budget deliberations, consideration should be given to Professional Development for each Council member, giving the Council member the opportunity to choose what programs they wish to participate in.

- *Facebook*

There was discussion regarding the possibility of the Town of Lockeport setting up a Facebook page to provide information to the Community. The Clerk/Treasurer was directed to speak with staff to determine if anyone felt that they have the time to take this task on.

- *Discover Shelburne County Visitor Guide*

In the past, the Town of Lockeport has participated in the Discover Shelburne County Visitor Guide published by the *Coast Guard*. There was a discussion pertaining to whether or not Council feels this is the most effective way to promote the Town of Lockeport based on input provided by the owners of Ocean Mist Cottages here in Town. It was pointed out that no businesses within the Town of Lockeport participated in this publication last year.

03-11-13-18

It was moved by Councillor Eshelby and seconded by Councillor Williams that the Town of Lockeport not place an advertisement in the Discover Shelburne County Visitor Guide published by the Coast Guard for the 2013 tourism season.

Motion Passed

- *Nova Scotia Forests Act*

In the past, there has been some confusion regarding the guidelines set out by the Province of Nova Scotia pertaining to the Forests Act and if the Town falls under those guidelines. It has been the practice over several years that property owners in the Town of Lockeport have been advised that they do not fall within the regulations set by the Province. Fire Chief Leo Williams and the Town Clerk/Treasurer have investigated this issue and the result is that all Municipal Units in the Province are governed by the Provincial Act. Some units have taken on the role of issuing additional permits for burning purposes as well as implementing additional by-laws governing burning within their units; however the Provincial Legislation is to be adhered to first. A unit can put additional restraints in effect but cannot be less restrictive than the Provincial Legislation.

03-11-13-19

It was moved by Councillor Williams and seconded by Councillor Swimm that Council of the Town of Lockeport informs residents that the Town falls under the Nova Scotia Department of Natural Resources Forests Act and all guidelines set out by them, including burning permit requirements and fire bans pertaining to the Town as outlined within the Act.

Motion Passed

03-11-13-20

It was moved by Councillor Williams and seconded by Councillor Swimm that Council directs the Town Clerk/Treasurer to discuss the permit procedures with Nova Scotia Department of Natural Resources staff and determine a suitable and convenient arrangement with the Department for the issue of permits for properties located within the Town of Lockeport.

Motion Passed

Council Reports

- *Deputy Mayor Alonzo Townsend*

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- *Roseway Hospital Charitable Foundation (Attached as schedule (" C "))*
- *Western Counties Regional Library Board (Attached as schedule (" D "))*
- *Local Library Focus Group (Attached as schedule (" E "))*

- *Councillor Eshelby*

Councillor Eshelby had no written reports this evening however she did report to Council that she had attended a recent Shelburne County Tourism Association meeting at which time she was asked if Lockeport was interested in hosting the Association's Annual General Meeting.

03-11-13-21

It was moved by Councillor Eshelby and seconded by Councillor Williams that the Town of Lockeport offer to host the Shelburne County Tourism Association's Annual General Meeting to be held in May.

Motion Passed

Councillor Eshelby also reported on activities within the SAC Committee regarding a solar panel approved project, celebration for UNESCO designation and a Campbell's Soup Label campaign.

- *Councillor Swimm*
 - *Roseway Manor Board (Attached as schedule (“ F “))*
- *Mayor Huskilson*

Mayor Huskilson had no written reports this evening, however he reported to Council on discussions he recently had with the other Municipal Units within Shelburne County pertaining to the Province’s decision to change the electoral boundaries. Even though the Province is splitting Shelburne County, the Mayors and Wardens feel it is still very important that the units continue working together. Monthly meetings are going to be established, rotating from one unit to another. The plan is to set a list of priorities for all Shelburne County to be addressed.

Mayor Huskilson also reported to Council on a water main break which happened on Friday, March 8, 2013. There was some concerns regarding the lack of emphasis put on notifying customers of the service. This is a Provincial operation and responsibility. The Clerk/Treasurer was asked to arrange a meeting between Council and the Provincial Department of Transportation regarding the maintenance of the water line.

Mayor Huskilson also reported to Council that the Clerk/Treasurer was asked to complete an evaluation on the activities of the Economic Development Council of South West Nova due to her involvement over the past fourteen months.

03-11-13-22

It was moved by Deputy Mayor Townsend and seconded by Councillor Swimm that Council direct the Town Clerk/Treasurer to complete an evaluation on the Economic Development Council directly with the funding partners.

Motion Passed

Correspondence

03-11-13-23

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

Motion Passed

- *Letter to the Federal Minister of Fisheries & Oceans from the Mayor of the Municipality of the District of Lunenburg*
- *Letter from the Municipality of the District of Barrington re: Electoral Boundaries*
- *Letter from Nova Scotia Power regarding Streetlight repair concern*

Date of next meeting

- *Regular Council Meeting - Monday, April 8, 2013*

Adjournment

There being no further business, **It was moved by Councillor Swimm and seconded by Councillor Eshelby that the meeting be adjourned. Time 9:17 p.m.**

**Darian Huskilson,
Mayor**

**Joyce Young,
Town Clerk/Treasurer**