

**TOWN OF LOCKEPORT
COUNCIL MEETING
MONDAY, MAY 27, 2019 AT 1:00 P.M.
MINUTES**

PRESENT: Mayor George R. Harding, Deputy Mayor Joann Swimm, Councillor Dawn DeMings-Taylor, Councillor Dayle Eshelby, Town Clerk/Treasurer- Joyce Young, Community Coordinator- Frances Scott, Working Streets Foreman- Kevin Snow, Fire Chief-Wayne Chetwynd and Recording Secretary- June Harding

Councillor Kent Balish arrived at 2:30 p.m.

1. Call to order

The Meeting was called to order by Mayor Harding at 1:00 p.m.

2. Silence Electronic Devices

All electronic devices were silenced at this time.

3. Approval of Agenda

05-27-19-01

It was duly moved and seconded that the agenda be approved with the following addition under Other Business: Letter from the Department of Municipal Affairs re: 12 month notice.

Motion Passed

4. Approval of minutes

- *Council meeting May 13, 2019*

05-27-19-02

It was duly moved and seconded that the Minutes from May 13, 2019 be approved.
Motion Passed

5. "Open Mic"

There was no one present for Open Mic this afternoon.

6. Department Reports

- *Fire Department*

Fire Chief Chetwynd reported that the alternator on truck # 131 has been fixed and two new batteries have been installed in truck # 132.

The Fire department will be issuing a letter to the Town of Lockeport regarding the purchase of a new Fire Truck.

The annual inspections on the Fire Trucks are in progress. The inspections are being done by G. LeBlanc from New Brunswick. This company does other local fire truck inspections and therefore makes it less expensive for us because they do several Departments while in the area.

- *Recreation Report (“Attached as Schedule “A”)*
- *Use of Town Facilities Policy – Revisions*

Frances pointed out each revision that the Committee have made in this policy and Mayor Harding requested that this item be tabled until the next Council Meeting to give everyone the time to review the revisions.

- *Agreement with the Town of Shelburne and the Municipality of the District of Shelburne for the Municipal Physical Activity Leadership Program (MPAL)*

05-27-19-03

It was duly moved and seconded that the Town of Lockeport agree to commit to partner with the Town of Shelburne and the Municipality of the District of Shelburne for a term of five years, at a cost of \$1000.00 per year for the Municipal Physical Activity Leadership (MPAL) Program.

Motion Passed

- *July 1st Schedule of Events (Attached as Schedule “B”)*

05-27-19-04

It was duly moved and seconded that Council approve the schedule of events for the 2019 Canada Day celebrations as presented.

Motion Passed

- *Risk Management Measures for July 1st (Attached as Schedule “C”)*

05-27-19-05

It was duly moved and seconded that Council approve the Risk Management Measures for July 1st as presented.

Motion Passed

- *Recommended Street Closures for 2019 Lockeport & Area July 1st Celebrations (Attached as Schedule “D”)*

05-27-19-06

It was duly moved and seconded that Council approve the recommended street closures for July 1st, 2019 as presented.

Motion Passed

There will be no throwing of anything from the floats/cars in the parades during Canada Day. If anyone wants to hand out treats during the parades they must be on foot and off the street.

- *Hiring of a Chain Saw Sculptor for July 1st*

05-27-19-07

It was duly moved and seconded that as recommended by the July 1st Committee, the Committee be authorized to hire Rob Milnor at a cost of \$1200.00 to perform chainsaw carving for eight hours on July 1st.

Motion Passed

Mr. Milnor will make several sculptures while he is here and the Committee plans to use one for a prize. The Committee plans to use the remaining sculptures as public art around the Town.

Frances reported that the Bluenose Marathon 5 km walk/run is scheduled to take place in Lockeport on June 8, 2019. Frances requested the following street closure for this event:

05-27-19-08

It was duly moved and seconded that Council approves the closure of Hall Street from Beech Street to Spruce Street on June 8, 2019 from 9:30 am to 12 noon during the Bluenose Marathon 5 Km Walk/Run.

Motion Passed

- *Public Works Report (Attached as Schedule "E")*

Kevin presented his report and invited questions.

There was a discussion on crosswalks in the Town and what Council wants done with them. Mayor Harding will go with Kevin to look at the crosswalk at the Little School Museum.

Locke Street up past the Crescent Beach Centre has become a problem. Public Works staff from Lockeport have spent much time and money doing repairs with cold patch and they feel there is nothing more they can do.

It was decided that the Town of Lockeport will send a letter to the Province of Nova Scotia cc'd to the Municipality of the District of Shelburne, requesting that they repair this street. The Town of Lockeport is unable to maintain it further. The street belongs in the Municipality of the District of Shelburne. The letter will also request a timeline for when we can expect the street to be repaired.

Council instructed Kevin to go ahead and purchase the cordless tools that the Public Works Department requires.

The one ton public Works truck still has a warning light coming on inside and after several attempts the dealer has not repaired the problem.

There was a short discussion regarding the Town Christmas tree and the lights that are still in place on it. Nova Scotia Power previously agreed to help take the lights down as well as install them.

The Crescent Beach Centre is still leaking. Onshore Construction has investigated and feel that they know what is causing the leaks. They have advised the Town Clerk/Treasurer that when the weather allows, they will do the repair but it has not happened yet. The Town of Lockeport may have to consider a different solution.

7. Presentations by: Paul Wills, Municipal Finance Corporation

- *Town of Lockeport Capital Reserve Policy (Attached as Schedule "F")*

Mr. Wills reviewed the Capital Reserve Policy and the following motion was made:

05-27-19-09

It was duly moved and seconded that the Town of Lockeport Capital Reserve Policy be approved as presented.

Motion Passed

- *Documentation of Accounting Policies & Procedures Policy (Attached as Schedule "G")*

05-27-19-10

It was duly moved and seconded that the Documentation of Accounting Policies & Procedures Policy be approved as presented.

Motion Passed

- *Canada Day Committee Terms of Reference & Policy (Attached as Schedule "H")*

Frances was invited back to the Meeting and there was a discussion on the changes this policy will bring to the way things are currently being handled, in particular with the budget and finances portion. This should be part of the Town of Lockeport budget process. The following motion was made:

05-27-19-11

It was duly moved and seconded that the Canada Day Committee Terms of Reference & Policy be accepted as presented.

Motion Passed

It was decided that a review date should be added to the Policies. Council thanked Mr. Wills for his presentation and he left the Meeting.

- *Administration Report (Attached as Schedule "I")*

Joyce reviewed her report.

8. Economic Development

- *Future Proofing Lockeport Meeting notes from May 16, 2019*

There was a short discussion on ways to get more people involved in the Future Proofing Lockeport initiative through advertising etc.

9. Finance

- *List of invoices already paid in the amount of \$91,838.78*
- *Year end Motions required by the Town Clerk/Treasurer for transfers*

05-27-19-12

It was duly moved and seconded that the Town Clerk/Treasurer be authorized to transfer \$1359.80 from the Museum Donations account to the Operating Reserve account for the 2018/2019 fiscal year.

Motion Passed

05-27-19-13

It was duly moved and seconded that the Town Clerk/Treasurer be authorized to transfer \$398.05 from the Crescent Beach Centre Donations account to the Operating Reserve account for the 2018/2019 fiscal year.

Motion Passed

05-27-19-14

It was duly moved and seconded that the Town Clerk/Treasurer be authorized to transfer \$500.00 from the Operating Reserve Account to the General Operating Account re: Transit for the 2018/2019 fiscal year.

Motion Passed

05-27-19-15

It was duly moved and seconded that the Town Clerk/Treasurer be authorized to transfer \$2021.49 from the Gas Tax Reserve account to the General Operating account re: Asset Management expenses over & above annual amount received, for the fiscal year 2018/2019.

Motion Passed

05-27-19-16

It was duly moved and seconded that the Town Clerk/Treasurer be authorized to transfer \$1637.16 from the Gas Tax Reserve account to the General Operating Account re: Trestle Trail Assessment for the fiscal year 2018/2019,

Motion Passed

05-27-19-17

It was duly moved and seconded that the Town Clerk/Treasurer be authorized to transfer \$3500.00 from the General Operating Account to the Operating Reserve Account re: Library Repairs & Maintenance for the fiscal year 2018/2019.

Motion Passed

10. Other Business

- *Preschool Lease agreement renewal*

05-27-19-18

It was duly moved and seconded that Council approve the renewal of a lease with the Lockeport & Area Preschool for use of designated space in the Recreation Centre from September 1, 2019 to August 31, 2020.

Motion Passed

- *Nova Scotia Visitor Information Centre Partnership Agreement 2019*

This document is meant for Council to have for information purposes.

- *Appointment of alternate for Region 6*

05-27-19-19

It was duly moved and seconded that Councillor Dawn DeMings-Taylor be appointed as alternate for Mayor Harding on the Region 6 Committee.

Motion Passed

- *Appointment of Auditor 2019/2020*

05-27-19-20

It was duly moved and seconded that Redding CPA be appointed as the Town of Lockeport Auditor for the fiscal year 2019/2020.

Motion Passed

After a short discussion it was decided that Council needs to move on setting up an audit Committee. Previously the idea of sharing an audit Committee was discussed with neighbouring Municipal Units. Joyce will follow up with the Municipality of the District of Shelburne and the Town of Shelburne to see if they have an interest in sharing an audit Committee.

- *Appointment of Returning Officer/Assistant Returning Officer 2019/2020*

05-27-19-21

It was duly moved and seconded that Joyce Young be appointed as Returning Officer and June Harding be appointed as Assistant Returning Officer for the fiscal year 2019/2010.

Motion Passed

- *Request from Beech Street Studio/SASI regarding a Lockeport Market*

There was a discussion regarding the lending of the Town of Lockeport's equipment. There is a concern regarding the fragility of the tents and the Town needs them, therefore the tents cannot be lent out for their purpose. It was decided that a letter should be written to Beech Street Studio letting them know the concerns of Council. If they borrow the tables they must be brought inside after each use. Ultimately they should have their own equipment. It was suggested that maybe the tables could be lent to them for a term of three months until they obtain their own equipment.

11. For Information

12. Correspondence

05-27-19-22

It was duly moved and seconded that the correspondence be accepted.

Motion Passed

- *Letter from the Department of Municipal Affairs to the NS Federation of Municipalities giving required 12 month notice of changes*

Council are encouraged to read this letter thoroughly.

13. Date of next meeting

- *Monday, June 10, 2019*

14. "In Camera"

15. Adjournment

05-27-19-23

There being no further business to discuss, it was duly moved and seconded that the Meeting be adjourned. Time 4:00 p.m.

Motion Passed

**George R. Harding,
Mayor**

**Joyce Young,
Town Clerk/Treasurer**