

**TOWN OF LOCKEPORT
REGULAR COUNCIL MEETING
MONDAY, JUNE 10, 2013 AT 7:00 P.M.
MINUTES**

**PRESENT: MAYOR DARIAN HUSKILSON, DEPUTY MAYOR ALONZO TOWNSEND,
COUNCILLOR ERROL L. WILLIAMS, COUNCILLOR DAYLE ESHELBY,
COUNCILLOR JOANN SWIMM, TOWN CLERK/TREASURER, JOYCE YOUNG AND
RECORDING SECRETARY, JUNE HARDING-SCOTT**

1/ **Call to order**

The meeting was called to order by Mayor Huskilson at 7:00 p.m.

2/ **Approval of Agenda**

06-10-13-01

It was moved by Deputy Mayor Townsend and seconded by Councillor Williams that the agenda be approved as presented.

Motion Passed

3/ **Approval of previous minutes**

- *Regular Council Meeting, Monday, May13, 2013*

06-10-13-02

It was moved by Councillor Eshelby and seconded by Deputy Mayor Townsend that the Regular Council Meeting minutes from Monday, May 13, 2013 be approved.

Motion Passed

4/ **Open Mic**

There were no comments from the gallery this evening.

5/ **Presentations**

- *Presentation by Joan Bower re: Senior Housing*

Mayor Huskilson thanked Joan Bower and Sherm Embree for the presentation and congratulated them on their successful venture of SIndHI (Seniors Independent Housing Initiative). Sherm gave a phone number that they can be reached if anyone is interested (902-874-1204).

6/ **Recommendations from Other Committees**

- *Crescent Beach Centre Committee, May 16, 2013*

- *Agreement for Use and Operation of Crescent Beach Centre*

06-10-13-03

It was moved by Councillor Swim and seconded by Deputy Mayor Townsend that the Town Clerk/Treasurer be authorized to work with the Harmony Bazaar Executive Committee to develop an agreement for their use and operation of the Lockeport Crescent Beach Centre.

Motion Passed

- *Harmony Bazaar to operate Visitor Information Centre*

06-10-13-04

It was moved by Councillor Swimm and seconded by Councillor Eshelby that Council approve, in principal, the proposal put forward by Harmony Bazaar allowing them to commence operating the Visitor Information Centre on behalf of the Town of Lockeport beginning May 30, 2013.

Motion Passed

- *Economic Development/Planning Advisory Committee, May 16, 2013*

- *Lockeport Loop Brochures*

06-10-13-05

It was moved by Deputy Mayor Townsend and seconded by Councillor Williams that Seeblick Printing be contracted to provide 500 Lockeport Loop Brochures, 500 Walking Trail Brochures and 250 Birding Brochures at a total cost of \$540.00 plus HST.

Motion Passed

- *Committee of the Whole, May 27, 2013*

Councillor Swim requested that the motion regarding “The Battle of the Atlantic” be dealt with separately and it was agreed upon that it could be dealt with as the last recommendation from Committee of the Whole.

- *List of bills already paid to March 31, 2013 in the amount of \$49,074.99*

06-10-13-06

It was moved by Councillor Williams and seconded by Councillor Swim that the list of bills already paid to March 31, 2013 in the amount of \$49,074.99 be approved.

Motion Passed

- *List of bills already paid for April, 2013 in the amount of \$102,987.52*

06-10-13-07

It was moved by Councillor Williams and seconded by Councillor Swim that the list of bills for April, 2013 in the amount of \$102,987.52 be approved.

Motion Passed

- *List of bills to be paid in the amount of \$6,960.00*

06-10-13-08

It was moved by Councillor Williams and seconded by Councillor Swim that the list of bills to be paid in the amount of \$6,960.00 be approved for payment.

Motion Passed

- *LRHS Yearbook Sponsor*

06-10-13-09

It was moved by Councillor Williams and seconded by Councillor Swim that the Town of Lockeport sponsor a congratulatory to students and staff in this year’s yearbook at a cost of \$50.00.

Motion Passed

- *Trestle Assessment*

Councillor Eshelby asked if the engineer will also be able to do a more in depth assessment re: access for cars on the trestle etc. Mayor Huskison feels that the engineer that we hire will give us all the information that we need with his assessment.

06-10-13-10

It was moved by Councillor Williams and seconded by Councillor Swim that because of due diligence, the Town of Lockeport engage the services of a structural engineer to conduct a detailed assessment of the trestles and present a written report to Council. This report will have the steps outlined that need to be taken to ensure the integrity of the trestles.

Motion Passed

- *Proposed access to beach*

06-10-13-11

It was moved by Councillor Williams and seconded by Councillor Swim that the Town Clerk proceed with obtaining the cost of building a set of steps for the pull off area mid beach as specified in Bil Atwood's drawing and to adhere to the purchasing policy of the Town of Lockeport.

Motion Passed

- *Appointment to Western Regional Housing Authority*

06-10-13-12

It was moved by Councillor Williams and seconded by Councillor Swim that Catherine MacIntosh be appointed to represent the Town of Lockeport on the Western Regional Housing Authority.

Motion Passed

- *Battle of the Atlantic*

Joyce suggested that whatever Council members wish to participate in the presentation should be in her office when the call is made to the school so all calendars can be consulted

06-10-13-13

It was moved by Councillor Swimm and seconded by Councillor Williams that the Town Clerk contact the Lockeport Elementary School and make arrangements for Council to make a presentation in honour of "The Battle of the Atlantic."

Motion Passed

- *Recreation Committee, June 3, 2013*
 - *Draft Lockeport & Area July 1st 2013 Events List – prepared on June 6, 2013*

06-10-13-14

It was moved by Councillor Williams and seconded by Councillor Eshelby that the draft list of events prepared on June 6, 2013 be approved. The following list is comprised of those events which are directly sponsored by the Lockeport & Area July 1st Committee on behalf of the Town of Lockeport:

- **National Aboriginal Day Activities;**
- **Canadian Multiculturalism Day Activities;**
- **Grocery Box Ticket Sales;**

- **Community Variety Show;**
- **Market in the Park;**
- **“Lockeport Rocks” Concert;**
- **Annual Sidewalk Chalk Contest;**
- **Business Challenge;**
- **Chip BINGO for Prizes;**
- **Annual Pet Show;**
- **Beach Bash (Outdoor) Youth Dance;**
- **Seaman’s Memorial Service;**
- **Gospel Concert;**
- **Community Family Picnic;**
- **Seniors Social;**
- **Open REST AREA;**
- **Buskers;**
- **Official Opening (Flag Raising & Cake Cutting);**
- **OPEN AIR MARKET – Musical Entertainment;**
- **CARNIVAL in the Park;**
- **Annual Craft Fair;**
- **Children’s Parade;**
- **“Come Home – Look Back” Grand Street Parade led by Antique Car Parade;**
- **Pie Eating Contest;**
- **Awards Ceremony/Day Pass Draw;**
- **Annual Grease Pole;**
- **Waterfront Concert;**
- **Duct Tape Boat Races;**
- **Fireworks Display.**

Motion Passed

- *2013 Lockeport & Area July 1st Celebrations Draft Risk Management Measures*

06-10-13-15

It was moved by Councillor Eshelby and seconded by Councillor Williams that the 2013 Lockeport & Area July 1st Celebrations Draft Risk Management Measures be approved as listed below:

In large part, the events that are planned to take place in 2013 are much the same as those which took place in 2012. One distinct exception is the inclusion of a new event called Duct Tape Boat Race.

In the following text “the Committee” refers to the Lockeport & Area July 1st Committee – A Sub-Committee of the Recreation Committee for the Town of Lockeport. Listed below are the specific risk management provisions that have been put in place for 2013 events;

First Aid Stations – For each event planned by the Committee, there will be a first aid station at the event in case anyone should be injured. For less active events, the station will consist of a first aid kit with a person on hand who is trained in standard first aid procedures. For more active events, specifically including the grease pole, and large outdoor concerts, the Lockeport & Area Medical First Responders will be on hand to deal with first aid issues.

Supervision – For each event planned by the Committee, there will be a number of supervisors on hand. This number will vary according to the number of people expected to attend the specific event and will be comprised of Recreation Department staff and community volunteers.

Grease Pole – This particular event will be held at a wharf over water, and therefore we are taking extra precautions to avoid problems. At all times during the event, there will be a safety boat in the water, near the wharf and there will be a qualified lifeguard with lifesaving equipment on hand on the wharf. Both of these measures are to ensure maximum safety for both participants and spectators.

Rental Interactive Games – The Committee will be renting several game pieces from Glow Parties. Glow Parties will be providing the Committee with attendants to supervise the games and a Certificate of Insurance (with the Town of Lockeport named as additionally insured) as proof of liability coverage for the equipment involved.

Outdoor Concerts – These events may attract a relatively large group of people. For this reason the Fire Inspector was consulted in designing the safety features for our venue fencing plan. These features include a suitable fire extinguisher on hand in the bandstand (stage area) and security gates maintained as exits. The Committee will be engaging the assistance of security personnel, both paid and volunteer.

Parades – The Committee has identified several traffic issues associated with the parade route. In the case of each parade, a lead vehicle will be designated to ensure a clear path for those who follow. The Committee will be engaging the assistance of traffic management personnel, both paid and volunteer. Said personnel will be easily identifiable by use of neon safety cuffs and vests and shall be engaged in maintaining restricted traffic areas and parking control along public streets.

Duct Tape Boat Race – This particular event will be held from a beach and out onto water in a protected inner harbour near a wharf. Since the event will involve racing small boats over a short course of water we are taking extra precautions to avoid problems. At all times during the event, there will be a safety boat in the water, near the race course and there will be qualified lifeguards with lifesaving equipment on hand on the safety boat and on the shore. Both of these measures are to ensure maximum safety for both participants and spectators.

Motion Passed

- *Street Closures for 2013 Lockeport & Area July 1st Celebrations*

06-10-13-16

It was moved by Deputy Mayor Townsend and seconded by Councillor Eshelby that the following street closures be approved for the 2013 Lockeport & Area July 1st Celebrations:

Thursday, June 27, 2013 – Beech Street from Hall to Howe Streets closed to vehicular traffic from 6 pm to 10 pm. (Variety Show)

Friday, June 28, 2013 – Beech Street from Hall to Howe Streets closed to vehicular traffic from 6 pm to 12 am. (Lockeport Rocks)

Monday, July 1, 2013 – Hall Street from Spruce to Beech Streets be closed to vehicular traffic from 9 am to 5 pm. When required throughout the day, temporary supervised traffic restrictions may be implemented to accommodate specific events, as detailed below:

Parade Route for Children's Parade (line up at 12:00 pm and starting at 12:30 pm) – Parade entries will line up at the cenotaph on Hall Street; from here the parade travels south along Hall Street to Beech Street; turns right and travels west along Beech Street to Howe Street; turns right and travels north along Howe Street to the first entry of Surf Lodge; swings left down into the driveway of Surf Lodge and swings back up the driveway to Paradise Street; travels east along Paradise Street to Hall Street; turns right and proceeds south along Hall Street to finish back beside the cenotaph.

Parade Route for Grand Street Parade led by Antique Car Parade (line up at 1:30 pm and starting at 2:30 pm) – Parade entries will line up at the Crab Plant Parking Lot on Upper Water Street; from here the parade travels south along North Street to Beech Street; turns left and travels east along Beech Street to Crest Street; turns right and travels south along Crest Street to South Street; turns right and travels west along South Street to Hall Street; turns right and travels north along Hall Street to Beech Street; turns left and travels west along Beech Street to Howe Street; turns right and travels north along Howe Street to the first entry of Surf Lodge; swings left down into the driveway of Surf Lodge and swings back up the driveway to Paradise Street; travels east along Paradise Street to Hall Street; turns right and proceeds south along Hall Street to Spruce Street; turns left and travels east along Spruce Street to finish beside the Town Hall.

Motion Passed

7/ **Finance**

- *Transfers to and from Reserves*

06-10-13-17

It was moved by Councillor Eshelby and seconded by Councillor Williams that \$940.00 be transferred from the Capital Account to the General Operating Account.

Motion Passed

06-10-13-18

It was moved by Deputy Mayor Townsend and seconded by Councillor Swimm that \$24,000.00 be transferred from the General Operating Account to the Equipment Reserve Account.

Motion Passed

06-10-13-19

It was moved by Councillor Williams and seconded by Deputy Mayor Townsend that \$28,737.00 be transferred from the Federal Gas Tax Reserve Account to the General Operating Account.

Motion Passed

06-10-13-20

It was moved by Deputy Mayor Townsend and seconded by Councillor Williams that \$43,418.00 be transferred from the General Operating Account to the Federal Gas Tax Reserve Account.

Motion Passed

- *Celebrate Canada Grant*

This item is for Information purposes. Councillor Eshelby commented that Frances should be commended on applying for and receiving this grant.

8/ **Other Business**

- *Amendment to Credit Card Policy*

06-10-13-21

It was moved by Councillor Eshelby and seconded by Deputy Mayor Townsend that the Credit Card Policy be amended to include authorization for a third credit card for the Town of Lockeport. This card will be issued to the Town Clerk/Treasurer to make purchases on behalf of the Town of Lockeport and the change is listed under the heading Policy in the Credit Card Policy.

Motion Passed

- *Amendment to Council Meetings and Proceedings Policy*

06-10-13-22

It was moved by Councillor Williams and seconded by Councillor Swimm that the Council Meetings and Proceedings Policy be amended to reflect the following changes:

- **“Open Mic” be added as agenda number 19 (d)**

Motion Passed

- *Shelburne County Tourism Manager’s Report*
- *LED Streetlight Conversion Plan/Recommendation*

06-10-13-23

It was moved by Deputy Mayor Townsend and seconded by Councillor Swimm that the Town of Lockeport go with Option 2 as recommended by Mayor Huskilson and Joyce Young and report to the Nova Scotia Minister of Energy and Nova Scotia Power Inc. That it is the Town’s intention to lease the streetlights from NSPI with them being responsible for the mandated conversion.

Motion Passed

- *Regional Enterprise Network Decision*

There was questions and discussion regarding the recommendation for the Town of Lockeport to join REN2. Mayor Huskilson explained that he feels that for Lockeport to remain unique and not be lost in the shuffle that REN2 would be the best way to go. He feels that in being unique it may give us more to say at the table. The Mayor explained that the Municipality of the District of Shelburne is also going with REN2 while the Town of Clark’s Harbour and the Town of Shelburne have opted not to join any at all at this time. After Council had their concerns addressed the following motion was made:

06-10-13-24

It was moved by Deputy Mayor Townsend and seconded by Councillor Swimm that the Town of Lockeport notify the Nova Scotia Department of Economic and Rural Development that the Town intends to be a participant of REN2 as proposed by the commission working on behalf of the Province of Nova Scotia.

Motion Passed

- *Police Advisory Board Committee Community Representation*

Joyce informed Council that she has just this evening received an expression of interest from a resident. Council decided that they would go along with Joyce’s suggestion that they reach out to individuals that they feel would be willing to serve on Committees to fill the two Community Representative positions on the Police Advisory Board.

- *Lease Agreement between Town of Lockeport & Harmony Bazaar*

06-10-13-25

It was moved by Deputy Mayor Townsend and seconded by Councillor Williams that the Town of Lockeport accept the Draft Lease Agreement between the Town of Lockeport and Harmony Bazaar.

Motion Passed

9/ **Council Reports**

Councillor Eshelby

- *School Advisory Council*

Mayor Huskilson asked Councillor Eshelby to please clarify the cost of the new score clock at the school. Councillor Eshelby has it listed as \$4000.00 in her report while we were of the understanding that the cost would be \$10,000.00. Councillor Eshelby will check on this figure and report back to Council.

- *Shelburne County Tourism Association*

Councillor Eshelby informed Council that Susie Atwood will be coming to do a presentation to Council.

Deputy Mayor Townsend asked Councillor Eshelby to supply him with a list of the members of the Shelburne County Tourism Committee members. Councillor Eshelby will get this list for the Deputy Mayor.

10/ **Correspondence**

06-10-13-26

It was moved by Deputy Mayor Townsend and seconded by Councillor Swim that the correspondence be accepted.

Motion Passed

- *Email from Donald Bower, EMO CoOrdinator*

Council expressed regret to see Don Bower and Raymond Garland leave in September, 2013.

There was discussion regarding the storage of fuel and Mayor Huskilson reported that he has been assured that gas will be available in our area before July 1st.

11/ **Date of next meeting**

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

12/ **“In Camera”**

06-10-13-27

It was moved by Deputy Mayor Townsend and seconded by Councillor Swimm that the Committee go “In Camera” to discuss personnel issues.

Motion Passed

Council returned and resumed with Regular Council session at this time.

- *Personnel - Hiring Committee*
- *Crescent Beach Centre Assistant Manager*

06-10-13-28

It was moved by Deputy Mayor Townsend and seconded by Councillor Williams that as recommended by the Hiring Committee, the position of Crescent Beach Centre Assistant Manager be offered to Janice Fiske for the 2013 Tourism Season.

Motion Passed

- *July 1st Assistant*

06-10-13-29

It was moved by Deputy Mayor Townsend and seconded by Councillor Williams that as recommended by the Hiring Committee, the position of July 1st Assistant be offered to Allan Hupman for the 2013 celebrations.

Motion Passed

- *Beach Centre Travel Counsellor*

06-10-13-30

It was moved by Councillor Williams and seconded by Deputy Mayor Townsend that as recommended by the Hiring Committee, the position of Crescent Beach Centre Travel Counsellor be offered to Timothy Roache for the 2013 Tourism Season.

Motion Passed

- *Museum Director*

06-10-13-31

It was moved by Deputy Mayor Townsend and seconded by Councillor Williams that in the best interest of the Town of Lockeport, Council are unable to fill the position of Museum Director from the applicants interviewed and an attempt to fill two student positions for Museum Guides will take place during scheduled interviews on Thursday, June 13, 2013 for this Tourism Season.

Motion Passed

13/ **Adjournment**

There being no further business, It was moved by Councillor Swimm and seconded by Councillor Eshelby that the meeting be adjourned. Time 9:47 p.m.

**Darian Huskison,
Mayor**

**Joyce Young,
Town Clerk/Treasurer**

flashdriveCouncil Meetings 2013/2014, 061013.min