

**TOWN OF LOCKEPORT  
REGULAR COUNCIL MEETING  
MONDAY, JUNE 11, 2018 AT 6:00 P.M.  
MINUTES**

**PRESENT: MAYOR GEORGE R. HARDING, DEPUTY MAYOR JOANN SWIMM,  
COUNCILLOR KENT BALISH, COUNCILLOR DAYLE ESHELBY,  
COUNCILLOR DAWN DEMINGS-TAYLOR, TOWN CLERK TREASURER,  
JOYCE YOUNG AND RECORDING SECRETARY, JUNE HARDING**

**1. Call to order**

The Meeting was called to order by Mayor Harding at 6:00 p.m.

**2. Silence Electronic Devices**

All electronic devices were silenced at this time.

**3. Approval of Agenda**

**06-11-18-01**

**It was duly moved and seconded that the agenda be approved with the following additions: Under Other Business – Concerns from Mr. And Mrs. Bob Hardiman and Under Council Reports Mayor Harding – (a) Home Warming, (b) Region 6 and (c) Sea Level Rising.**

**Motion Passed**

**4. Approval of previous minutes**

- *Regular Council Meeting Minutes, May 14, 2018*

**06-11-18-02**

**It was duly moved and seconded that the Minutes from May 14, 2018 be approved.**

**Motion Passed**

**5. Open Mic**

- ½ hour Maximum time allowed
- Each person is allowed a maximum of 5 minutes
- The individual 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

**6. Presentations**

**7. Recommendations from Other Committees**

- *Committee of the Whole, May 28, 2018*
- *July 1st*
- *Street Closures for 2018 Lockeport & Area July 1<sup>st</sup> Celebrations*

**06-11-18-03**

**It was duly moved and seconded that on Saturday, June 30, 2018 – Hall Street from Spruce Street to Beech Street be closed to vehicular traffic from 9:00 a.m. to 12:00 a.m. (events all day including Video Street Dance). When required throughout the day, temporary supervised traffic restrictions may be implemented to accommodate specific events, as detailed below:**

During all parades, on street parking shall be prohibited throughout the parade route. Entrance to Hall Street from Locke Street shall be prohibited from 1:45 p.m. till 3:30 p.m. Parade Route for the Grand Street Parade led by the Antique Car Parade (line up at 1:00 p.m. and starting at 2:00 p.m.) – Antique Car Parade entries will line up in the paved Clearwater parking lot at the east end of Spruce Street – All other Parade entries will line up at the Crab Plant Parking lot on Upper Water Street; from here each parade travels west to North Street and then continues 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 at 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 North Street; and then returns to finish at the parking lot where they started.

Sunday, July 2, 2018 – Hall Street from Spruce Street to Beech Streets be closed to vehicular traffic from 1:00 p.m. to 6:30 p.m. (events all day including poker walk). 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 2:30 p.m. and starting at 3:00 p.m) – 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 at 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.

Motion Passed

- *Draft Lockeport & Area July 1<sup>st</sup> 2018 Events List*

**06-11-18-04**

It was duly moved and seconded that the following draft list of events which are directly sponsored by the Lockeport & Area July 1<sup>st</sup> Committee on behalf of the Town of Lockeport, be approved:

- National Aboriginal Day Activities
- Canadian Multiculturalism Day Activities
- Grocery Box Ticket Sales
- Seniors Social
- Business Challenge
- Community Variety Show
- Outdoor Movie
- Open REST AREA
- Day Pass Ticket Sales
- CARNIVAL MARKET with Musical Entertainment
- Annual Craft Fair
- Carnival Games including Yarmouth Big Bounce Interactive Games
- Annual Grease Pole
- Mac Huskison Memorial Antique Car Parade
- “Where Music Meets the Sea” Grand Street Parade
- Pie Eating Contest
- Awards Ceremony/Day Pass Draw
- Chip BINGO for Prizes
- “Where Music Meets the Sea” Outdoor Concert
- Video Street Dance
- Official Opening (Flag Raising & Cake Cutting)
- Seamen’s Memorial Service
- “Where Music Meets the Sea” Children’s Parade
- “Where Music Meets the Sea” Gospel Concert

- **Annual Sidewalk Chalk**
- **Community Family Picnic**
- **Old Fashioned Games**
- **Waterfront Concert**
- **Magic Show**
- **“Where Music Meets the Sea” Youth Event**
- **Family Field Dance**
- **Fireworks Display**
- **Annual Pet Show**
- **Duct Tape Boat Races**

**Motion Passed**

- *Draft 2018 Lockeport & Area July 1<sup>st</sup> Celebrations Risk Management Measures*

**06-11-18-05**

**It was duly moved and seconded that the following list of Draft Risk Management Measures for the 2018 July 1<sup>st</sup> celebrations be approved:**

- **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. The 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. The event has been scheduled to take place when the tide is high so that contestants have a minimal distance to fall before hitting the water. All 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 Yarmouth Big Bounce, who 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 will be consulted in designing the safety features for our venue fencing plan. These features include a suitable fire extinguisher on hand in the stage areas 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/or vests and shall be engaged in maintaining restricted traffic areas and parking control along public streets.
- **Duct Tape Boat Races** – 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 a qualified lifeguard with lifesaving equipment on hand. Both of these measures are to ensure maximum safety for both participants and spectators.

**Motion Passed**

- *Corynick Entertainment for sound and lighting*

**06-11-18-06**

**It was duly moved and seconded that Corynick Entertainment be engaged to provide technical sound and lighting services for the Lighthouse Stage Entertainment, Phillip Harding band concert, Gospel Concert, Family Field Dance and the Youth event, at a cost of \$1200.00.**

**Motion Passed**

- *Nancy Williams appointment to July 1<sup>st</sup> Committee*

**06-11-18-07**

**It was duly moved and seconded that Nancy Williams be appointed to the July 1<sup>st</sup> Committee.**

**Motion Passed**

- *Two new swing assemblies for the Play Park*

**06-11-18-08**

**It was duly moved and seconded that Frances be authorized to order an inclusive swing assembly and a tire swing assembly from Play Power Canada at a cost of \$1850.00, to be placed in the play park.**

**Motion Passed**

- *Fencing for the Play Park and the Tennis Courts*

**06-11-18-09**

**It was duly moved and seconded that Frances engage the services of Eastern Fence to complete the necessary repairs to the play park and the tennis courts at the quoted cost of \$1700.00 plus HST, while they are in Town installing the gates at the trestle.**

**Motion Passed**

- *Debt Management Policy*

**06-11-18-10**

**It was duly moved and seconded that the Town of Lockeport approve the Debt Management Policy as presented.**

**Motion Passed**

- *Transfer of \$500.00 from the Operating Reserve to the Operating Account re: Transit – 2017/2018*

**06-11-18-11**

**It was duly moved and seconded that \$500.00 be transferred from the Operating Reserve to the Operating Account re: Transit – 2017/2018.**

**Motion Passed**

- *Transfer of \$2900.00 from Operating Reserve to the Operating Account re: Library Roof – 2017/2018*

**06-11-18-12**

**It was duly moved and seconded that \$2900.00 be transferred from the Operating Reserve to the Operating Account re: Library Roof – 2017/2018**

**Motion Passed**

- *Invoice from Nova Scotia South Shore Tourism Co-Operative re: 2018 Partnership Commitment*

**06-11-18-13**

**It was duly moved and seconded that the Town of Lockeport pay the invoice in the amount of \$350.00 from the South Shore Tourism Co-Operative.**

**Motion Passed**

- *HST Issue with the Municipality of the District of Shelburne*

**06-11-18-14**

**It was duly moved and seconded that the invoice from the Municipality of the District of Shelburne for HST for services provided, in the amount of \$20,354.00, be paid. This represents arrears from 2014 to March 31, 2017.**

**Motion Passed**

Joyce is currently working with the Region of Queens to initiate direct billing from them to us which would eliminate any HST charges.

**8. Finance**

- *Western Counties Regional Housing invoice in the amount of \$7,605.44 for 2017/2018 Public Housing Deficit*

**06-11-18-15**

**It was duly moved and seconded that the invoice from Western Counties Regional Housing be paid, using \$6500.00 from the 2017/2018 budget and the remainder from the 2018/2019 operating budget.**

**Motion Passed**

There was a discussion regarding some concerns that Council have regarding the state of the Seniors building at 71 John Street and the future of affordable housing in Lockeport. The following motion was made:

**06-11-18-16**

**It was duly moved and seconded that a letter be written to the Western Counties Regional Housing Authority asking them to send a representative to meet with Council to address their concerns.**

**Motion Passed**

**9. Other Business**

- *Amended Hiring Policy Attached as Schedule "A")*

**06-11-18-17**

**It was duly moved and seconded that the amended Hiring Policy be approved as presented.**

**Motion Passed**

Councillor Eshelby brought up the subject of staff and the use of electronic devices while at work. It was agreed that this subject will be dealt with through the orientation process.

- *Scent-Free Policy (Attached as Schedule “B”)*

**06-11-18-18**

**It was duly moved and seconded that the Scent-Free Policy be approved with the following change: Under Definitions/Scent the second sentence will read - Scents can be found in, but are not limited to, products such as perfumes, aftershaves, colognes, shampoos and conditioners, soaps, body lotions and deodorants.**

**Motion Passed**

- *Social Media Policy (Attached as Schedule “C”)*

**06-11-18-19**

**It was duly moved and seconded that the Social Media Policy be approved as presented.**

**Motion Passed**

- *Hiring of Summer Staff*

**06-11-18-20**

**It was duly moved and seconded that the following students be hired for summer 2018 employment with the Town of Lockeport:  
Kaleigh Bond-Goyetche – Little School Museum  
Mackenzie Buchanan – Recreation  
Nathaniel Williams – Recreation  
Angela Myrick – Recreation**

**Motion Passed**

- *Climate Change Co-Ordinator Position*

**06-11-18-21**

**It was duly moved and seconded that Council accept the terms of the Climate Change Co-Ordinator Position.**

**Motion Passed**

- *Response from the Ragged Islands Historical Society re: Interpretive Signs*

Council is pleased that the Ragged Islands Historical Society agreed to finance the three interpretive signs at a cost of \$1800.00 as requested in the Mayor’s letter. The Society has since requested that on the bottom of the signs there be a notation that the signs were provided courtesy of the Ragged Islands Historical Society. Council agreed that this will be done.

It was suggested that, on the Interpretive sign that is to be placed at the Widows Walk on Crest Street, that something be put on the back so that the view from South Water Street is not just a blank sign. Mayor Harding will ensure that this is done.

- *Quote from Harlow’s Construction re: Calf Island Roadway*

After a short discussion on what this job would entail and the fact that the money for it should be included in the Fall Debenture, the following motion was made:

**06-11-18-22**

**It was duly moved and seconded that the Town Clerk/Treasurer will seek three quotes for the work that would need to be done to repair, elevate and stabilize the Calf Island Roadway.**

**Motion Passed**

- *Car Show*

Mayor Harding informed Council that he and Joyce had recently met with Bruce Cotter regarding the proposed car show. Bruce really wants to use the soccer field so after a short discussion the following motion was made:

**06-11-18-23**

**It was duly moved and seconded that a letter be sent to Bruce Cotter informing him that the car show will be permitted to be held on the soccer field on the proposed date with the understanding that the organizers of the show will repair any damage done to the field during the show.**

**Motion Passed**

- *Invitation to the annual General Meeting of Shelburne County Business Development Center*

Mayor Harding asked June to register him to attend this Meeting.

- *Letter from Don Harding, Barrister & Solicitor re: Roseway Manor Board*

**06-11-18-24**

**It was duly moved and seconded that the following Resolution be approved:**

**RESOLUTION  
of Council of  
the Municipality of the District of Shelburne  
Town of Lockeport  
Town of Shelburne**

in accordance with subsection 15(1) of the *Municipal Housing Corporations Act*

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WHEREAS Roseway Manor Incorporated is a body corporate established pursuant to the provisions of the *Municipal Housing Corporation Act* (the "Act");

AND WHEREAS subsection 15(1) of the Act authorizes and requires a municipal housing corporation to amend the instrument of incorporation, with approval of the council of those Municipalities that established the corporation;

AND WHEREAS the Corporation wishes to permit the Municipality of the District of Shelburne, the Town of Shelburne and the Town of Lockeport to withdraw from the corporation, and for the Corporation to take over the function of recruiting, selecting and appointing members to its board;

NOW THEREFORE be it resolved that:

The instrument of incorporation by which the Corporation was established and approved by the Minister of Municipal Affairs dated May 10, 1974 is hereby amended by:

1. Amending the membership provision as follows:

*The Corporation shall consist of nine (9) members who shall be appointed in the sole discretion of the Corporation.*

*The Corporation shall consist of nine (9) members who shall be appointed in the sole discretion of the Corporation.*

**Motion Passed**

- *Workshop on Doctor Recruitment*

After discussion it was decided that there would be no advantage to us sending anyone to this workshop. Council is discouraged because we cannot compete with the larger areas to recruit Doctors.

- *Letter from the Honourable Leo Glavine, Minister of Communities, Culture and Heritage re: Little School Museum*

This is an annual contribution.

- *Concerns of Mr. And Mrs. Hardiman*

Mr. and Mrs. Hardiman had a list of concerns that were emailed to Joyce in November, 2017. Council reviewed these concerns and feel that some of the issues have been resolved. Joyce was asked to invite Mr. and Mrs. Hardiman to attend the Committee of the Whole Meeting scheduled for June 25, 2018 and bring an updated list of concerns so they can be addressed at that time.

## **10. For Information**

- *Letter of thanks from Western Counties Regional Library (Adopt-A-Book)*

## **11. Council Reports**

- *Councillor Eshelby*
  - *Round Table on Environment & Sustainable Prosperity Report (Attached as Schedule "D")*
- *Councillor DeMings-Taylor*
  - *Shelburne County Housing Coalition (Attached as Schedule "E")*

Councillor DeMings-Taylor reported that she delivered Councils' letter to the Fire Department and they will be responding in the near future.

- *Councillor Balish*
  - *Working Together for an accessible Nova Scotia Report (Attached as Schedule "F")*
- *Deputy Mayor Swimm*
  - *Rural NS Health Crisis Working Group Report (Attached as Schedule "G")*
  - *Canada-Nova Scotia Off Shore Petroleum Board Report (Attached as Schedule "H")*
- *Mayor Harding*
  - *Home Warming (Information in file)*

Mayor Harding met with a representative of this program and will be putting her in contact with Senior Services so she can meet with our local Seniors.

- *Region 6 (Attached as Schedule "I")*

Mayor Harding reported that Region 6 is funding an APP that will allow people to access garbage collection information from their phones.

- *Sea Level Rising (Information in file)*

There are several meetings coming up to address the issue of Sea Level Rise.



**12. Correspondence**

**13. Date of next meeting**

- *Monday, July 9, 2018*

**06-11-18-25**

**It was duly moved and seconded that the Committee go “In Camera” to address an issue with “Dangerous & Unsightly Premises.” Time 8: 29 p.m.**

**Motion Passed**

**14. “In Camera”**

- *“Dangerous & Unsightly Premises”*

**06-11-18-26**

**It was duly moved and seconded that Council return to Regular session.**

**Motion Passed**

**15. Adjournment**

**There being no further business to discuss, the Meeting was adjourned. Time 8:54 p.m.**

**Motion Passed**

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**George R. Harding,  
Mayor**

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**Joyce Young,  
Town Clerk/Treasurer**