

**TOWN OF LOCKEPORT
REGULAR COUNCIL MEETING
MONDAY, JUNE 13, 2011 AT 7:00 P.M.
MINUTES**

PRESENT: MAYOR DARIAN HUSKILSON, DEPUTY MAYOR ALONZO TOWNSEND, COUNCILLOR HOWARD ROSZEL, COUNCILLOR ALAN STEWART AND COUNCILLOR ERROL LEIGH WILLIAMS

Call to order

The Regular Council Meeting was called to order by Mayor Huskison at 7:00 p.m.

Approval of Agenda

06-13-11-01

It was duly moved and seconded that the agenda be approved with the additions of Under Other Business: Replacement signs for the Volunteer Athletic Fields and under Finance: Approval of Transfers.

Motion Passed

Approval of previous minutes

- *Regular Council Meeting, Monday, May 9, 2011*

06-13-11-02

It was duly moved and seconded that the minutes of the Regular Council Meeting of Monday, May 9, 2011 be approved as distributed.

Motion Passed

- *Special Council Meeting, Tuesday, May 24, 2011*

06-13-11-03

It was duly moved and seconded that the minutes of the Special Council Meeting of Tuesday, May 24, 2011 be approved as presented.

Motion Passed

Presentations

- *Presentation regarding Energy Strategy by Emily Tipton (See attached schedule "A")*

Emily was asked to attend the next Economic Development/Planning Advisory Committee meeting and conduct her presentation. A recommendation will come from that Committee regarding the proposed projects within the presentation. The projects outlined in the presentation are eligible under the Federal Gas Tax Refund program.

Recommendations from Other Committees

- *Committee of the Whole, May 24, 2011*

06-13-11-04

It was duly moved and seconded that as recommended by the Committee of the Whole, the July 1st list of events be approved as presented by the Community Coordinator.

Motion Passed

- *Street Closures during July 1st Celebrations*

06-13-11-05

It was duly moved and seconded that as recommended by the Committee of the Whole, the list of street closures for over the Canada Day celebrations be approved as recommended by the Community Coordinator.

Motion Passed

- *Risk Management measures*

06-13-11-06

It was duly moved and seconded that as recommended by the Committee of the Whole, the Risk Management Measures be approved as recommended by the Community Coordinator.

Motion Passed

- *Place of Amusement License for the Recreation Centre*

06-13-11-07

It was duly moved and seconded that as recommended by the Committee of the Whole, the “Place of Amusement License” for the Recreation Centre be renewed for a period of three years at a cost of \$273.99.

Motion Passed

- *Laptop for the Recreation Department*

06-13-11-08

It was duly moved and seconded that as recommended by the Committee of the Whole, the Town of Lockeport put \$500.00 towards a laptop for the Recreation Department.

Motion Passed

- *Hiring of Assistant Manager for Crescent Beach Centre*

06-13-11-09

It was duly moved and seconded that as recommended by the Committee of the Whole, Paulette Scott be hired for a period of 15 weeks in the position of Assistant Manager of Crescent Beach Centre, beginning May 30, 2011 to September 12, 2011.

Motion Passed

- *Town to pay mileage for people to come from the Ecology Action Centre*

06-13-11-10

It was duly moved and seconded that as recommended by the Committee of the Whole, the Town of Lockeport pay mileage for two people from the Ecology Action Centre in Halifax to come to Lockeport to assess the salt marsh and fill out the necessary forms that are required by the Department of Natural Resources. This will be done in conjunction with the Oceans Class at LRHS.

Motion Passed

- *Harmony Bazaar to have Seacaps Park at no charge for their Annual Festival*

06-13-11-11

It was duly moved and seconded that as recommended by the Committee of the Whole, the Town of Lockeport allow Harmony Bazaar to have their Annual Festival at Seacaps Park free of charge.

Motion Passed

- *List of bills to March 31, 2011 in the amount of \$11,613.24*

06-13-11-12

It was duly moved and seconded that as recommended by the Committee of the Whole, list of bills paid to March 31, 2011 in the amount of \$11,613.24 be approved.

Motion Passed

- *List of current bills already paid in the amount of \$82,061.51*

06-13-11-13

It was duly moved and seconded that as recommended by the Committee of the Whole, the list of current bills in the amount of \$82,061.51 be approved.

Motion Passed

There was considerable discussion pertaining to the issue of the use of Town Credit Cards and the lack of sales slips being provided to the Town Clerk/Treasurer upon return of Town business. The Credit Card policy was reviewed and the Mayor suggested that consideration should be given to amending it. The policy will be addressed at the next Policy Review session. Mayor Huskilson assured Council that he will, in future, ensure all expense slips are provided to the Town Clerk/Treasurer for expenses he incurs on behalf of the Town.

All expenses deemed to be personal have been deducted from mileage claims submitted.

- *List of bills already paid to MS Huskilson's Garage in the amount of \$959.39*

06-13-11-14

It was duly moved and seconded that as recommended by the Committee of the Whole, the list of bills already paid to MS Huskilson's garage in the amount of \$959.39 be approved.

Motion Passed

- *List of bills to be paid in the amount of \$6,806.37*

06-13-11-15

It was duly moved and seconded that as recommended by the Committee of the Whole, the list of bills to be paid in the amount of \$6,806.37 be approved for payment.

Motion Passed

- *Approval for Town Clerk to attend the Municipal Finance Workshop*

06-13-11-16

It was duly moved and seconded that as recommended by the Committee of the Whole, the Town Clerk/Treasurer, Joyce Young be approved to attend the Municipal Finance Workshop if she chooses to do so.

Motion Passed

- *Recreation Committee, June 13, 2011*

There was no written report from the Recreation Committee; however Councillor Stewart brought a couple issues to Council for discussion.

- 1) The Recreation Committee is investigating the possibility of establishing a new canteen, with washrooms, at the Athletic Fields. The main concern at this time is the availability of water and sewer. The Town Clerk/Treasurer reported to Council that she is planning to meet with the Principal of the Lockeport Regional High School to enquire as to whether or not the School may be able to extend their water service to

the proposed facility. Discussion will take place with Town staff to determine the connection to the sewer system.

- 2) The issue of people not cleaning up after their dogs on the Athletic Fields continues to be a concern. Signs have been posted in the recent past asking dog owners to respect the fact that children play on these fields and it seems that all residents are not adhering to the request.

06-13-11-17

It was duly moved and seconded that the purchase and placement of more signs be approved for the Athletic Fields regarding the clean-up after dogs.

Motion Passed

- *Acceptance of Report*

06-13-11-18

It was duly moved and seconded that Council approve acceptance of Councillor Stewart's verbal Recreation report.

Motion Passed

Finance

- *List of invoices paid to March 31, 2011 in the amount of \$3,605.00*

06-13-11-19

It was duly moved and seconded that the invoices paid to March 31, 2011 in the amount of \$3,605.00 be approved.

Motion Passed

- *List of current invoices already paid in the amount of \$48,263.12*

06-13-11-20

It was duly moved and seconded that the current invoices already paid in the amount of \$48,263.12 be approved.

Motion Passed

- *Invoice from Bob & Linda Hardiman*

This invoice pertained to clean-up that Bob & Linda Hardiman conducted on their property as a result of a water main break on North Street. As per the agreement with the Province of Nova Scotia, the Town would pay the invoice and receive reimbursement from the Province.

06-13-11-21

It was duly moved and seconded that the invoice from Bob & Linda Hardiman be approved for payment.

Motion Passed

- *LRHS bursaries*

06-13-11-22

It was duly moved and seconded that the Town of Lockeport provide two bursaries in the amount of \$250.00 each to graduating students of the Lockeport Regional High School.

Motion Passed

06-13-11-23

It was duly moved and seconded that only graduating students of LRHS who are residents of the Town of Lockeport be eligible to receive the bursaries provided by the Town.

Motion Passed

- *E-Smart project funding request*

Council decided they were not interested in contributing to this project at this time.

- *Destination Southwest Nova Association*

06-13-11-24

It was duly moved and seconded that the Town of Lockeport renew its membership with Destination Southwest Nova Association.

Motion Passed

- *Transfers to and from reserves*

06-13-11-25

It was duly moved and seconded that \$9,000 be transferred from the Equipment Reserve account to the General Operating account. This transfer pertains to money set aside for the Medical First Response building fund which was allocated to the Lighthouse stage facility project in the 2010/2011 budget.

Motion Passed

06-13-11-26

It was duly moved and seconded that \$2,500 be transferred from the Equipment Reserve account to the General Operating account. This transfer pertains to the purchase of the Fire Department Turbo Charger which was contained in the 2010/2011 budget.

Motion Passed

06-13-11-27

It was duly moved and seconded that \$45,594 be transferred from the General Operating account to the Capital Reserve account. This transfer pertains to the Federal Gas Tax Refund received in the 2010/2011 fiscal year.

Motion Passed

06-13-11-28

It was duly moved and seconded that \$14,653.49 be transferred from the General Operating account to the Capital Reserve account. This transfer pertains to funds from the sale of the Lockeport Golden Smokehouse property.

Motion Passed

06-13-11-29

It was duly moved and seconded that \$61,921.25 be transferred from the General Operating Account to the Operating Reserve account. This transfer pertains to funds from the sale of the Shelburne Youth Centre property.

Motion Passed

06-13-11-30

It was duly moved and seconded that \$61,000 be transferred from the Operating Reserve account to the General Operating account. This transfer pertains to the 2010/2011 budgeted transfer for Project Management/Economic Development Officer position, the Events Fund and the Sea Derby Concert fund.

Motion Passed

06-13-11-31

It was duly moved and seconded that \$28,333.00 be transferred from the General Operating account to the Equipment Reserve Account. This transfer pertains to the 2010/2011 budget for transfers to reserves.

Motion Passed

06-13-11-32

It was duly moved and seconded that \$2,700 be transferred from the Equipment Reserve Account to the General Operating Account. This transfer pertains to the purchase of computer equipment for the Town Office as outlined in the 2010/2011 budget.

Motion Passed

06-13-11-33

It was duly moved and seconded that \$341.69 be transferred from the General Operating Account to the Equipment Reserve Account. This transfer pertains to the Museum Donations received during the 2010/2011 fiscal year.

Motion Passed

06-13-11-34

It was duly moved and seconded that \$7,609.00 be transferred from the General Operating account to the Operating Reserve account. This transfer pertains to the residual in the Seacaps Lighthouse repairs and maintenance account allocated for required projects to complete the facility at the end of the 2010/2011 fiscal year.

Motion Passed

06-13-11-35

It was duly moved and seconded that \$9,374.00 be transferred from the General Operating account to the Operating Reserve Account. This transfer pertains to the residual in the Events Fund account allocated in the 2010/2011 fiscal year.

Motion Passed

Other Business

- *Property in violation of Land-Use By-Law*

The property at the corner of South and John Streets continues to be in violation of the Land Use By-Law. This property is owned by Captain Earl and Mabel Whiteway. Correspondence was sent to the property owners on April 9, 2010 and July 8, 2010 advising them of the situation and requested that it be remedied. The issue is that the property is being utilized for the storage of Commercial equipment and it is zoned Residential.

06-13-11-36

It was duly moved and seconded that the Town Clerk/Treasurer proceed with addressing this situation and if it becomes necessary to have the equipment removed then she is to arrange this and the cost of doing so is to be charged as a lien against the property.

Motion Passed

- *UNSM Conference Resolutions*

Mayor Huskison discussed with Council a concern he has regarding the Criminal Records Check process. He stated that it is a very difficult process now as it is under new regulations. He would like to have it addressed at the UNSM level. The Mayor will develop a proposed resolution to be considered by the UNSM and bring it back to Council.

- *Water Wastewater Forum Notification*

No one will be attending this forum on behalf of the Town of Lockeport.

- *Water Connection for proposed Athletic Field project*

This issue was addressed previously in the Recreation report.

- *Fire Inspection report for #26 North Street, Lockeport*

A fire inspection was necessary for the renewal of the Alcohol & Gaming License for the Recreation Centre. This was conducted recently and we received a report advising us of two deficiencies identified. One was for the annual inspection of the alarm system and one was for a necessary assessment to ensure we have the correct number of detectors and the locations meet standards.

The Clerk/Treasurer reported to Council that she had engaged the Company (Edwards Sprinkler) that installed the alarm system to conduct this inspection, which has been completed. We are just waiting for the quote from them.

The Clerk/Treasurer also reported to Council that she had, as required by the Fire Inspector, informed him in writing as to what has been done to address the deficiencies.

- *Fire Hydrant repairs*

This issue was not included on the agenda, however the information was provided in the Council Meeting package but was mistakenly omitted from the agenda. Council chose to deal with this issue at this time.

There has been an ongoing concern regarding the fact that a fire hydrant in the vicinity of the Pharmacy has not been in working order since November 11, 2010.

- *Replacement Athletic Field Signs*

The existing signs for the Athletic Fields are deteriorating and should be replaced in the near future. Staff have acquired quotes for the provision of replacement signs. Council wish to table this decision at this time due to the fact that they would like to revisit the naming of the fields and it would be premature to have signs done at this time if there is a chance of the name changing.

Council Reports

- *Deputy Mayor Townsend*

- *Official Opening of Lobster Festival (Attached as Schedule "B Part 1")*
- *Physician Recruitment Committee (Attached as Schedule "B" Part 2")*

- *Councillor Williams*

- Reported that the new RCMP Officer will soon be moving into Lockeport.
- Reported that the Crown Prosecutor services have recently been provided in Yarmouth and there seems to be no concerns at this time.

- *Councillor Roszel*

- Reported that there have been some delays in raising the Little School Museum due to the amount of moisture in the ground.
- Reported that some of the Museum artifacts are on display at the Crescent Beach Centre.

-Reported to Council that Cheryl Nickerson and Paulette Scott are operating the Crescent Beach Centre at this time. Summer staff will begin working at the end of June.

- *Mayor Huskilson*

-Reported that the Province had requested that he provide assistance to the Town of Bridgetown due to the recent resignation of that Council. Mayor Huskilson declined the invitation due to his commitments here in Lockeport.

-Reported that he had received numerous enquiries regarding the RBC Loan Guarantee issue and the Ministerial Order issued.

Correspondence

06-13-11-37

It was duly moved and seconded that Council approve acceptance of the correspondence.

Motion Passed

- *Letter dated May 2, 2011 from the CBDC to Cooke's Aquaculture*
- *Letter dated May 6, 2011 from the Shelburne County Health Care Professional Recruitment and Retention Committee to the Honourable Maureen MacDonald, Minister of Health and Wellness.*
- *Letter dated May 25, 2011 from Jessica Richardson*
- *Letter dated May 26, 2011 from the Nova Scotia Department of Communities, Culture and Heritage.*
- *Letter dated May 31, 2011 from the Municipality of the District of Shelburne.*
- *Letter dated June 1, 2011 from Marilyn More, Minister of Labour and Advanced Education*

Date of next meeting

- *Monday, July 11, 2011*

Adjournment

There being no further business,

06-13-11-38

It was duly moved and seconded that the Regular Council Meeting of Monday, June 13, 2011 be adjourned. Time 9:20 p.m.

Motion Passed

**Darian Huskilson,
Mayor**

**Joyce Young,
Town Clerk/Treasurer**

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