

**TOWN OF LOCKEPORT COUNCIL MEETING
MONDAY, AUGUST 26, 2019
MINUTES**

PRESENT: MAYOR GEORGE R. HARDING, COUNCILLOR DAWN DEMINGS- TAYLOR, COUNCILLOR KENT BALISH, TOWN CLERK/TREASURER JOYCE YOUNG AND COMMUNITY COORDINATOR FRANCES SCOTT

REGRETS: COUNCILLOR DAYLE ESHELBY, PUBLIC WORKS FOREMAN KEVIN SNOW AND FIRE CHIEF WAYNE CHETWYND. (Note: The wastewater system vacuum truck was on-site today and required Kevin and Wayne's presence)

1. Call to order

The meeting was called to order by Mayor Harding. Time 1:00 p.m.

2. Silence Electronic Devices

3. Approval of Agenda

08-26-19-01

**It was duly moved and seconded that the agenda be approved as presented.
Motion Passed**

4. Approval of minutes

- Council meeting August 12, 2019

08-26-19-02

It was duly moved and seconded that the minutes of the August 12, 2019 Council Meeting be approved as distributed.

Motion Passed

5. "Open Mic"

There was no one in the gallery today to speak.

6. Department Reports

- Fire Department – Not available*
- Public Works – Not available*
- Recreation Report (Attached as Schedule "A")*

The Recreation report was reviewed. The following items were discussed:

- A gentleman has talked to Mayor Harding regarding an interest in providing some maintenance duties at Roods Head Park. The Mayor advised him to provide his proposal to Council in writing.
- A group within “Future Proofing Lockeport” has voiced an interest in doing some brush cutting and small maintenance projects at Roods Head Park. It was pointed out that Council would be responsible for advising what work can and cannot be conducted.
- A concern regarding folks having campfires at Roods Head Park during complete Provincial burn bans. It was suggested that a sign be posted on the building at the park notifying people to adhere to the Provincial regulations pertaining to open fires.
- Mayor Harding informed Council that annual plants would be replaced with perennial plants in gardens on Town owned properties.
- The Tie Dyeing event that was scheduled for the past weekend was not very successful. There were only two participants. The Community Coordinator advised Council that this was due to poor promotion of the event by staff.

- *Administration (Attached as Schedule “B”)*

Council reviewed the Administration report. The following item was discussed:

- The Health Care meeting on July 25th pertaining to Nurse Practitioners Roles & Responsibilities. Information was provided regarding the fact that Nurse Practitioners, by Provincial Legislation, have the ability to discharge patients but cannot admit patients. This topic is going to be addressed further; requesting the Province to consider an amendment to Legislation, allowing the NP’s to admit as well as discharge. We were also advised at that meeting as to the circumstances that result in the frequent closures of the Roseway Hospital Emergency Department. There are a limited number of physicians and nursing staff that have the level of training required. This will be an on-going topic for discussions, in an attempt to finding a resolve to this concern. Alternatives were discussed pertaining to establishing a system to address walk-ins for prescription refills and non-emergency care.

7. Economic Development

- *Market in the Park*

The Town Clerk/Treasurer, Community Coordinator and Public Works Foreman met to discuss the proposal put forward at the last Council Meeting by Becky Williams and Sue Crosby regarding re-establishing the “Lockeport Afternoon Market In The Park”.

The previous Market organized by Becky and Sue was very successful. Council and staff feel that a continuation of this program would be very beneficial to the Town of Lockeport.

Based on a combination of input from Council, Staff and the organizers, the following has been developed:

1. All Spring and Summer “Lockeport Afternoon Market In the Park” days will be Wednesdays 12:00 noon to 4:00 p.m.
2. Becky Williams and Sue Crosby will be appointed by Council as volunteer “Market Organizers/Supervisors” to represent the Town of Lockeport in the operations of the “Lockeport Afternoon Market In the Park”.
3. The Market will be considered a Department within the operations of the Town and will be included as an agenda item under “Economic Development” for each Council Meeting scheduled for the fourth Monday of each month.
4. The Department is accountable to Council for all their actions and activities.
5. All finances are directed/approved by Council.
6. All revenues and expenses must flow through the Town. A segregated account will be established to ensure year end surplus or deficit balances are allocated to the Market Department as the opening balance for the next fiscal year.
7. The Organizers/Supervisors will acquire a Provincial Market Permit and will follow all required Provincial rules governing public markets.
8. As Market Organizers/Supervisors, they will ensure the following:
 - a) All Vendors have the required Licences/Permits; and
 - b) One or both Organizers/Supervisors will always be present at each market; and
 - c) Contact will be made with all Provincial Regulatory Departments pertaining to the operation of the market to acquire information or clarification as required.
9. As a Department within the Town operations and under the Governance of Council and its policies, the following processes will be undertaken:
 - a) Market Organizers/Supervisors will be provided with copies of Town Policies pertaining to vending operations and Social Media and ensure all participants adhere to such policies; and
 - b) Market Organizers/Supervisors will be responsible for recommending participation of vendors; and
 - c) Market Organizers/Supervisors will develop all signage/advertising/social media, etc. regarding the market. Any signage/advertising done for the market by outside sources must be approved by Market Organizers/Supervisors to ensure accuracy of such information; and

- d) Market Organizers/Supervisors will ensure Lighthouse Stage bathrooms are checked and locked and market area is clean of garbage, etc. after completion of each market; and
- e) Market Organizers/Supervisors will contact Frances Scott for scheduling dates to avoid previously booked events or any possible venue conflicts; and
- f) Market Organizers/Supervisors will contact Kevin Snow prior to each market to inform him of equipment required. (i.e. walls, tables, chairs); and
- g) Walls will be erected and removed by Town staff or designates; and
- h) Tables, chairs and garbage receptacles will be made available and stored by Town staff or designates; and
- i) Garbage receptacles will be maintained by Town staff or designates; and
- j) Washrooms will be maintained by Town staff or designates; and
- k) The Town will ensure the bleachers are removed from the pavilion prior to each market; and
- l) The Town will ensure debris is removed from the pavilion prior to each market; and
- m) All potential vendors who contact the Town Office or Council, looking for information about the market, or wanting to be a vendor at the market, will be directed to contact one of the Market Organizers/Supervisors for details; and
- n) Market Organizers/Supervisors are to provide the Town with their contact information they wish to be used for market purposes.

08-26-19-03

It was duly moved and seconded that Council appoints Becky Williams and Sue Crosby to represent the Town of Lockeport in making application to the Province of Nova Scotia for a Market Permit.

Motion Passed

08-26-19-04

It was duly moved and seconded that Council appoints Becky Williams and Sue Crosby as Market Organizers/Supervisors to operate a weekly Market in the Park on behalf of the Town of Lockeport as per their proposal with revisions made by Council.

Motion Passed

- *Crescent Beach Centre Report*

- *Purchase chairs & umbrellas*

08-26-19-05

It was duly moved and seconded that Council approve the purchase of beach chairs and umbrellas with revenues generated by the rentals of the beach chairs at the beach centre.

Motion Passed

- *Internet for Nova Scotia Update*

Mayor Harding reported to Council that the joint Fibre Op project between the Town of Lockeport and the Municipality of the District of Shelburne (MDS) is in the hands of Develop Nova Scotia. Tom McEwan, CAO for the MDS has requested an update from Develop NS on the status of our application. Tom will advise us as soon as he receives a reply.

8. Finance

- *List of bills already paid in the amount of \$71,436.59*
- *Purchase replacement pumps for wastewater system*

08-26-19-06

It was duly moved and seconded that Council approve the purchase of two replacement pumps for the wastewater system lift stations utilizing Federal Gas Tax funds.

Motion Passed

- *Mileage claims for Frances Scott*

08-26-19-07

It was duly moved and seconded that Council approve the two mileage claims submitted by Community Coordinator, Frances Scott, with the total amount of \$266.70

Motion Passed

- *2019/2020 Operating Budget (Pages 18-47)*
- *Remunerations*

08-26-19-08

**It was duly moved and seconded that the Mayor's remuneration for the fiscal year 2019/2020 remain at \$15,500.00 and;
The Deputy Mayor's remuneration for the fiscal year 2019/2020 remain at \$12,000.00 and;
The Councillor's remuneration for the fiscal year 2019/2020 remains at \$11,000.**

Motion Passed

- *Residential Tax Rate*

08-26-19-09

It was duly moved and seconded that the residential tax rate for the 2019/2020 fiscal year be set at 2.38 per \$100 of assessment. This represents an increase of 2 cents over last year.

Motion Passed

-Commercial Tax Rate

08-26-19-10

It was duly moved and seconded that the Commercial tax rate for the 2019/2020 fiscal year be set at \$5.41 per \$100 of assessment. This represents an increase of 2 cents over last year.

Motion Passed

- Interest Rate on Outstanding Taxes

08-26-19-11

It was duly moved and seconded that the interest rate on outstanding taxes remains at 16% per annum for the 2019/2020 fiscal year.

Motion Passed

- Operating Budget 2019/2020

08-26-19-12

It was duly moved and seconded that the Operating Budget for 2019/2020 be approved as presented.

Motion Passed

9. Other Business

- Invitations to quote for Engineer Services

The Town of Lockeport issued an invitation to three local Engineers to provide a quote for the provision of Engineer Services for the completion of the upcoming Trestle Trail Remediation project. All three engineers submitted their quote as follows:

Roseway Engineering: \$21,500 plus HST

ABLE Engineering Services Inc.: \$15,000 plus HST

HATCH: \$16,000 plus HST

08-26-19-13

It was duly moved and seconded that Council contract the services of ABLE Engineering Services Inc. based on their quote submitted for engineering services for the Trestle Trail Remediation project at a cost of \$15,000 plus HST.

Motion Passed

- Revised Healthy Eating Policy

08-26-19-14

It was duly moved and seconded that Council adopt the revised Healthy Eating Policy as presented.

Motion Passed

- Rainbow Crosswalk

Due to the fact that this item was included in the agenda as requested by Councillor Eshelby and she is not in attendance at this meeting, this topic will be added to the next meeting agenda.

- Property Assessment Team meeting (Dangerous or Unsightly Premises) –
Mayor Harding will be issuing letters to property owners.

10. Date of next meeting

- *September 9, 2019*

11. “In Camera” – nothing today

12. Adjournment

08-26-19-15

There being no further business, **It was duly moved and seconded that the meeting be adjourned. Time 3:15 p.m.**

Motion Passed

Mayor George R. Harding

Town Clerk/Treasurer – Joyce Young